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ABSTRACT

This booklet of tests is designed to accompany the booklet "Office Occupations: Competencies for Articulation"--ED 151 565. The written test questions suggest the knowledge level needed to accomplish the skills necessary to complete the competency. It is suggested that they may be used to assess the development of competencies or they may be used as examples of tests teachers may develop or select. The document is part of a series of guides designed to help articulate vocational education student progress from one level of training to another (secondary/postsecondary) and to employment--see note. (KC)

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ED194699

TESTS

competencies for articulation

OFFICE OCCUPATIONS

CE 026 298

A Project of the
Lincoln Public Schools
Educational Service Unit No. 6
Southeast Community College

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

TASK: To type production materials for the office.

(a) Business letters with carbon copy and envelope in mailable form.

DIRECTIONS:

1. Type a business letter including an envelope from handwritten copy with an attention line, mailing notation, and enclosure. Several words will be misspelled. Parts 1 and 2 must be completed within 30 minutes.
2. Type a two-page business letter including an envelope from unarranged copy. Parts 1 and 2 must be completed within 30 minutes.

COMPETENCY 2

Part A-1

Handwritten letter

The Jon-Bon Secretarial Services
720 South 22 Street
Lincoln, Nebraska 68510 Attention Mr. Buford Jones Gentleman: As you requested in your recent letter, we are glad to give you details regarding the services our company offers in the secretarial field. (P) Our Company offers the steno pool approach to serving our Clients. We have individuals in our steno pool that are qualified to preform all secretarial services such as filing, recordkeeping, operation of calculating machines, Duplicating and transcription equiptment, handling mail, and an enclosed list of Miscellaneous office tasks. (P) We hope this helps you in the establishment of your secretaial Services. We have been very successful in our business and wish you the very best in your secretarial serfice company. Very truly yours, Rueben L. Busboom

COMPETENCY 2

Part A-1

Teacher Key

Below is the typed letter in correct form (any style). All misspelled words are underlined for checking purposes. There are 103 words in the body of the letter, 15 in the address, and 10 in the closing lines.

June 16, 1977

The Jon-Bon Secretarial Services
720 South 22nd Street
Lincoln, Nebraska 68510

Attention: Mr. Buford Jones

Gentlemen:

As you requested in your recent letter, we are glad to give you details regarding the services our company offers in the secretarial field.

Our company offers the steno pool approach to serving our clients. We have individuals in our steno pool that are qualified to perform all secretarial services such as filing, recordkeeping, operation of calculating machines, duplicating and transcription equipment, handling mail, and an enclosed list of miscellaneous office tasks.

We hope this helps you in the establishment of your secretarial services. We have been very successful in our business and wish you the very best in your secretarial service company.

Very truly yours,

Reubon L. Busboom

RLB:bcb
Enclosure

Current date Mr. Dean F. Nelson Vice-President Nelson-Lowd, Inc. 5500 Nebraska Avenue Lincoln, NE 68516 Dear Mr. Nelson The City National Bank, a million dollar institution now serving Lincoln and Omaha, is the first bank to establish separate budgets for its 20 branches and 38 departments. This requires the preparation of a detailed monthly budget report, which resulted in a two-day headache for the Accounting Department every month. Until, at any rate, a Lawrence 300 electric printing calculator made the entire operation a routine, 60-minute job. (P) With the Lawrence 300, a monthly budget report for the 24 branches can be calculated by mathematical functions once. The Lawrence 300 then continues to do the operations automatically. The results are printed on paper tape for checking and filing. Consequently, the budgets go out two days to a week earlier than previously. (P) The Lawrence's ease of handling difficult computations in seconds makes it valuable to City National in other ways. It can be programmed to do interest on a constant daily basis. Also, it can do last-minute projections of future profits for each department and branch. When using normal methods, this task would have taken all night. The Lawrence 300 has the job done within an hour. (P)

All mathematical functions are performed by indexing figures on the simple control keys. Both division and multiplication are fully automatic. You simply index the numbers, touch the controlling keys, and your answer is printed on tape for you. The Lawrence 300 is a full-fledged calculator, for all its simplicity. It has an automatic division alignment and an automatic memory of the answer; also there is an automatic constant multiplier. (P) Lawrence makes and sells more various kinds of calculators than any other firm in the world. Therefore, you are certain of finding the correct calculator for your particular operation without having to pay for more calculating sophistication than you really need. (P) Write or call your nearest Lawrence salesperson for information on the full line of Lawrence calculating machines available to you. You can bank on them and trust the Lawrence name in the field of calculating machines. Yours very truly Joesph Leane, Sales Manager

COMPETENCY 2

Part A-2

Teacher Key

Current date

Mr. Dean F. Nelson
Vice-President
Nelson-Lowd, Inc.
5500 Nebraska Avenue
Lincoln, NE 68516

Dear Mr. Nelson

The City National Bank, a million dollar institution now serving Lincoln and Omaha, was the first bank to establish separate budgets for its 20 branches and 38 departments. This required the preparation of a detailed monthly budget report, which resulted in a two-day headache for the Accounting Department every month. Until, at any rate, a Lawrence 300 electric printing calculator made the entire operation a routine, 60-minute job.

With the Lawrence 300, a monthly budget report for the 20 branches can be calculated by mathematical functions once. The Lawrence 300 then continues to do the operations automatically. The results are printed on paper tape for checking and filing. Consequently, the budgets go out two days to a week earlier than previously.

The Lawrence's ease of handling difficult computations in seconds makes it valuable to City National in other ways. It can be programmed to do interest on a constant daily basis. Also, it can do last-minute projections of future profits for each department and branch. When using normal methods, this task would have taken all night. The Lawrence 300 has the job done within an hour.

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Lawrence makes and sells more various kinds of calculators than any other firm in the world. Therefore, you are certain of finding the correct calculator for your particular operation without having to pay for more calculating sophistication than you really need.

Mr. Dean F. Nelson
Page 2
Current date

Write or call your nearest Lawrence salesperson for information on the full line of Lawrence calculating machines available to you. You can bank on them and trust the Lawrence name in the field of calculating machines.

Yours very truly

Joseph Leane, Sales Manager

XX

COMPETENCY 2

Part B 1-2

TASK: To type production material for the office.

(b) Reports without carbons

DIRECTIONS:

1. Type a one-page report from straight copy typing without footnotes using double spacing. Compose a Title page for the report. Parts 1 and 2 and must be completed within 30 minutes.
2. Type a two-page report in double spaced form using rough-draft copy that contains two footnotes. Parts 1 and 2 must be completed within 30 minutes.

COURTESY PAYS OFF

One of the first rules of knowing how to get along with others is so easy that it is truly amazing more of us did not think of it before. People will pay you back with the same kind of treatment with which you treat them.

If you like people and enjoy being with them, they will like you and enjoy being with you. If you respect others, they will learn to respect you. If you are courteous to others, others will be courteous to you. The rule works—people will pay you back the same way you treat them.

The experts says that courtesy pays off. It makes one's work more fun, and you can get things done more quickly and with less effort. Those who deserve praise should be given praise. You will find that it works both ways.

But being courteous doesn't mean that you have to always agree with others. Oh, no! You have your own mind and should use it. But keep in mind though that others must have the same chance as you. You must learn when stating your own views to give them courteously. And when another person doesn't agree with you and doesn't see things as you do, don't end up by calling that person a liar or a fool. That's the way to lose the "war." Remember—be willing to listen to others and few will be unwilling to listen to you.

COURTESY PAYS OFF

By

Your Name
Your School

Course title name

Current date

COURTESY PAYS OFF

One of the first rules of knowing how to get along with others is so easy that it is truly amazing more of us did not think of it before. People will pay you back with the same kind of treatment with which you treat them.

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260 words

OFFICE SKILLS

centered

TS

5 To hold a job in a office you must be skilled the in basic office tasks. It would not be surprising for you to learn that these are english, math, and Typing.[1] All who have ever tried to advance quickly in an office situation know how large a part of these skills play in their success. you will use these three basic office skills in many different ways while doing tasks your as an office worker. D.S

In addition to these three basic skills, you should be come proficient in at least one particular skill.[2] You could, for instance, learn to keep a set of books. onerate a calculating machine, learn to write shorthand, or take care of any one of a number of other office tasks. A special skill will give you that "extra" you might need to be chosen over someone else. A special skill can help you obtain a higher job rating.

Of course, each individual who wants to have an office position, must also have a good understanding of business forms, practices, and terms. This ~~knwoedleg~~ knowledge is basic. The better your back ground, the more useful these basic and special skills be come. You can use ~~these~~ this knowledge in many ways, and it will never stop serving you.

The men and women who work in offices are like a large family. The members of this large family must work together. Each ~~peason~~ Person must carry the share of the work load, and to the best of ability, do the job. Also the office worker needs to follow the rules ~~sit~~ set down by the company (written or unwritten) which helps to make the office run more efficiently, smoothly, and quietly.

Finally, each office worker should use common sense. If you are aware of and quick to understand the many facets of your job, you will learn that there is sometimes a better way to do a certain task. Keep up-to-date on the new trends and developments in your field so that you can grow in your job. Remember, if you wish to receive a salary, you must earn it. [Those who are careless or indolent in their work make others carry their load for them.]

SS

SS

[1] Buford Jones and Larry Bonner, *Effective Office Skills for the Everyday Office Worker* (Lincoln: Donnebrook Publishing Association, 1976), p. 119.

[2] Ibid., p. 126.

COMPETENCY 2

Part B-2

Teacher Key

OFFICE SKILLS

To hold a job in an office, you must be skilled in the basic office tasks. It would not be surprising for you to learn that these are English, math, and typing.[1] All who have ever tried to advance quickly in an office situation know how large a part of these skills play in their success. You will use these three basic office skills in many different ways while doing your tasks as an office worker.

In addition to these three basic skills, you should become proficient in at least one particular skill.[2] You could, for instance, learn to keep a set of books, operate a calculating machine, learn to write shorthand, or take care of any one of a number of other office tasks. A special skill will give you that "extra" you might need to be chosen over someone else. A special skill can help you obtain a higher job rating.

Of course, each individual who wants to have an office position, must also have a good understanding of business forms, practices, and terms. This knowledge is basic. The better your background, the more useful these basic and special skills become. You can use this knowledge in many ways, and it will never stop serving you.

The men and women who work in offices are like a large family. The members of this large family must work together. Each person must carry the share of the workload, and to the best of ability, do the job. Also the office worker needs to follow the rules set down by the company (written or unwritten) which helps to make the office run more efficiently, smoothly, and quietly. Those who are careless or indolent in their work make others carry their load for them.

Finally, each office worker should use common sense. If you are aware of and quick to understand the many facets of your job, you will learn that there is sometimes a better way to do a certain task. Keep up to date on the new trends and developments in your field so that you can grow in your job. Remember, if you wish to receive a salary, you must earn it.

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[1] Buford Jones and Larry Bonner, *Effective Office Skills for the Everyday Office Worker* (Lincoln: Donnebrook Publishing Association, 1976), p. 119.

[2] Ibid., p. 126

TASK: To type production materials for the office.

(c) Tables without carbons

DIRECTIONS:

1. Type a two-column, eight-line table, with a main heading from unarranged hand written copy. Parts 1 and 2 must be completed within 30 minutes.
2. Type a three-column, eight-line, unarranged boxed table with a subtitle and columnar headings from a handwritten copy. Parts 1 and 2 must be completed within 30 minutes.

Typing Speeds of First Semester Students

John Powell 50 Pat

Lowery 45 Jan Smith 45

Carol Luis 60 Cindy

Matier 55 Sandy

Bradston 40 Grace Smith 35

Ron Fredston 50

The Jon - Bon Payroll
For week of May 13, 19-

name	Gross Pay	Net Pay
Mike Smith	$ 200	$ 154.60
Jon Jones	250	206.40
Susie Hall	150	120.36
Judy Barton	125	102.21
Pat Johnston	245	202.59
Connie Adamson	240	199.65
Pat Hand	200	160.49
Jennifer Busboom	200	142.65

Note: Both tables are to be centered in either single or double-spaced form.

Table I:
Line 25 (double-spaced)
Line 28 (single-spaced)
Margin: 29 (pica)
Tab: 53

TYPING SPEEDS OF FIRST SEMESTER STUDENTS

John Powell	50
Pat Lawory	45
Jan Smith	45
Carol Guis	60
Cindy Matier	55
Sandy Bradston	40
Grace Smith	35
Tom Fredston	50

Table II:
Line 23 (double-spaced)
Line 26 (single-spaced)
Margin: 19 (pica)
Tabs: 45 and 59

THE JON-BON PAYROLL

For Week of May 13, 1977

Name	Gross Pay	Net Pay
Mike Smith	$200	$154.60
Jon Jones	250	206.40
Susie Hall	150	120.36
Judy Barton	125	102.21
Pat Johnston	245	202.59
Connie Adamson	240	199.65
Pat Hand	200	160.49
Jennifer Busboom	200	142.65

TASK: To type production materials for the office.

(d) Business forms without carbons from legible handwritten copy

DIRECTIONS: 1. Type the business forms from handwritten copy computing extensions and totals in mailable form. Reference materials and a calculator may be used. All business forms must be completed within 30 minutes.

1. Invoice

No. 2600
QRT Law Firm
2500 South 60 Street
Lincoln, Nebraska 68516

May 10, 19—

24	Filing Service	490
12	Typing Letters	275
4	Operation of Calculating Machine	1550

2. Purchase Order

No. 300
J + B Office Supply
2850 "O" Street
Lincoln, Nebraska 68502

May 25, 19–

4650	16	Boxes file folders 1/3 cut	900
4925	8	Reams 8½" x 11" bond paper	150
2500	3	Bottles correction fluid	200
450	21	Dozen typing erasers	140

3. Credit Memorandum
   No. 840
   Invoice No. 2600
   QRT Law Firm
   2500 South 60 Street
   Lincoln, Nebraska 68516
   June 15, 19-

5	Filing Services	900
2	Typing Letters	275

4. Check
   No. 605
   June 10, 1977
   Fax-Max Company
   $135.00

5. Mailing Label
   Mr. Charles S. Quinton
   Quinton Law Firm
   605 South 10 Street
   Lincoln, Nebraska 68502

6. Telephone Message
To Larry Bonner
June 15, 19—
Mrs. Glenda Halmston
Southeast Community College
13 and Vine Streets
telephoned & wants you to call her. All materials for the project will be ready by Monday. She would like to have them checked at 2:00 p.m. Will this appointment fit in to your schedule?
475-2700
Sue

COMPETENCY 2

Part D 1

Invoice Number

JON-BON SECRETARIAL SERVICES
722 South 22nd
Lincoln, Nebraska 68510

Date

YOUR ORDER NO	DATE SHIPPED	HOW SHIPPED	TERMS Net. Deduct 2% For payment in 30 days.

QUANTITY	STOCK NO.	DESCRIPTION	UNIT PRICE	TOTAL

COMPETENCY 2

Part D-1

Teacher Key

Invoice Number 2600

JON-BON SECRETARIAL SERVICES
722 South 22nd
Lincoln, Nebraska 68510

QRT Law Firm
2500 South 60 St.
Lincoln, Nebraska 68516

Date May 10, 19__

YOUR ORDER NO.	DATE SHIPPED	HOW SHIPPED	TERMS Net. Deduct 2% For payment in 30 days.

QUANTITY	STOCK NO.	DESCRIPTION	UNIT PRICE	TOTAL
24		Filing Service	$ 4.90	$117.60
12		Typing Letters	2.75	33.00
4		Operation of Calculating Machines	15.50	62.00
		Total		$212.60

PURCHASE ORDER

Purchase Order
Number

JON-BON SECRETARIAL SERVICES
722 South 22nd
Lincoln, Nebraska 68510

VENDOR

Date

PLEASE ENTER OUR ORDER FOR THE FOLLOWING

WHEN SHIP			HOW SHIP		
ITEM NO.	YOUR STOCK NO.	QUANTITY	DESCRIPTION	UNIT COST	AMOUNT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

PLEASE . . . .
Show our Purchase Order No. on your invoice and on all cartons.

PURCHASING AGENT

COMPETENCY 2

Part D 2

Teacher Key

Purchase Order:

Purchase Order
Number 300

JON-BON SECRETARIAL SERVICES
722 South 22nd
Lincoln, Nebraska 68510

Date May 25, 19__

VENDOR

J & B Office Supply
2850 "O" Street
Lincoln, Nebraska 68502

PLEASE ENTER OUR ORDER FOR THE FOLLOWING

WHEN SHIP

HOW SHIP

ITEM NO.	YOUR STOCK NO.	QUANTITY	DESCRIPTION	UNIT COST	AMOUNT
1	4650	16	Boxes file folders 1/3 cut	$9.00	$144.00
2	4925	8	Reams 8½" x 11" bond paper	1.50	12.00
3	2500	3	Bottles correction fluid	2.00	6.00
4	450	21	Dozen typing erasers	1.40	29.40
5			Total		$191.40
6					
7					
8					
9					
10					

PLEASE . . . .
Show our Purchase Order No. on your invoice and on all cartons.

PURCHASING AGENT

COMPETENCY 2

Part D 3-4

JON-BON SECRETARIAL SERVICES
722 South 22nd
Lincoln, Nebraska 68510

Credit Memorandum

Telephone: (402) 173-0286

SEND TO:

Credit Memo:
Invoice Number:
Date:

Quantity	Catalogue No.	Description	Amount
		ORIGINAL	

JON-BON SECRETARIAL SERVICE
722 South 22nd
Lincoln, Nebraska

Number 605 ___ 56-710/422

Date: ______________ 19___

Pay to the order of ______________________ $______

______________________ Dollars

LIN-LAN NATIONAL BANK

By ______________________

⑆0422⑈0710⑆ 133⑈0602⑈

COMPETENCY 2

Part D 3-4

Teacher Key

JON-BON SECRETARIAL SERVICES
722 South 22nd
Lincoln, Nebraska 68510

Credit Memorandum

Telephone: **(402) 173-0286**

SEND TO:

QRT Law Firm
2500 South 60th Street
Lincoln, Nebraska 68516

Credit Memo: 840
Invoice Number: 2600
Date: June 15, 19––

Quantity	Catalogue No.	Description		Amount
5		Filing Service	$9.00	$45.00
2		Typing Letters	2.75	5.50
		Total		$50.50

ORIGINAL

JON-BON SECRETARIAL SERVICE
722 South 22nd
Lincoln, Nebraska

Number 605 __ 56-710/422

Date: June 10, 19__

Pay to the order of Fox-Max Company $ 135.00

One Hundred Thirty-Five and no/100———————— Dollars

LIN-LAN NATIONAL BANK

BY___________________

⑆0422⑉0710⑆ 133⑈0602⑈

6

Mailing Label

JON-BON SECRETARIAL SERVICES
722 South 22nd
Lincoln, Nebraska 68510

OFFICE TYPING

Telephone Message

TO________________ DATE__________

WHILE YOU WERE OUT

MISS
MR.
MRS.________________ OF________________

ADDRESS________________

TELEPHONED	X	CALLED TO SEE YOU		WANTS TO SEE YOU	
PLEASE CALL	X	WILL CALL AGAIN		RUSH	

MESSAGE:________________

PHONE NUMBER________________ TAKEN BY:________________

COMPETENCY 2

Part D 5-6

Teacher Key

Mailing Label

JON-BON SECRETARIAL SERVICES
722 South 22nd
Lincoln, Nebraska 68510

Mr. Charles G. Quinton
Quinton Law Firm
605 South 10 Street
Lincoln, Nebraska 68502

OFFICE TYPING

Telephone Message

TO Larry Bonner DATE June 15, 19--

WHILE YOU WERE OUT

MISS
MR.
MRS. Mrs. Glenda Holmston OF Southeast Community College

ADDRESS 13 and Vine Streets

TELEPHONED	X	CALLED TO SEE YOU		WANTS TO SEE YOU	
PLEASE CALL	X	WILL CALL AGAIN		RUSH	

MESSAGE: All materials for the project will be ready by Monday.
She would like to have them checked at 2:00 p.m.
Will this appointment fit into your schedule?

PHONE NUMBER 475 2700 TAKEN BY: Sue

TASK: To type production materials for the office.

(e) Composition

DIRECTIONS:

1. Compose and type a letter of approximately 75 words for the employer. The letter is to be a reply letter about an appointment scheduled with the district manager of that office. The letter must be in mailable form. Parts 1 and 2 must be completed within 30 minutes.

2. Compose and type an interoffice memorandum of approximately 75 words to notify employees of a planned in-service activity on November 12. Include information appropriate and pertinent to the activity. The memorandum must be in mailable form. Parts 1 and 2 must be completed within 30 minutes.

COMPETENCY 3

TASK: To operate a ten-key adding machine with employable speed and accuracy.

DIRECTIONS: Complete the following problems with complete accuracy in three minutes or less. Operate the machine with the touch system.

8.97	2.61	2.13	4.25	8.29	1.03
2.31	5.83	8.79	6.57	6.27	4.09
6.94	8.96	4.37	2.13	5.49	2.08
3.42	2.41	7.68	8.78	6.58	6.07
5.64	6.84	4.27	3.24	2.14	4.06
4.72	3.52	7.58	8.59	8.69	7.08
7.86	7.83	5.19	4.28	3.25	3.09
2.41	5.62	8.19	7.57	8.59	5.08
8.96	8.97	5.27	3.14	5.25	1.30
3.71	3.72	6.37	6.47	7.49	3.80
7.84	8.94	3.27	5.28	3.15	5.70
4.73	4.51	6.56	7.29	7.19	2.50
8.95	2.31	2.16	4.38	5.29	1.80
____	____	____	____	____	____

1. 76.46
2. 72.07
3. 71.83
4. 71.97
5. 77.67
6. 47.68

TASK: To operate a ten-key calculator with employable speed and accuracy.

DIRECTIONS: Complete 18 of the following 20 problems accurately using a ten-key calculator. The problems must be completed in 20 minutes or less.

Discount

Gross Amount	Rate of Discount	Amount of Discount	Net Amount
$ 999.45	20%		
320.50	4½%		
1456.80	6%		
682.76	2¼%		
1600.00	5½%		

Interest (Using the ordinary-interest method compute the simple interest on the following to the nearest cent.)

Borrower	Principal	Rate	Time (days)	Interest Due
Barnes, M.	$450	15%	90	
Farris, R.	750	12%	100	
Jameson, C.	600	11%	120	
Nelson, R.	350	18%	45	
Thomas, D.	500	13½%	100	

Service Charge

Maintenance - 85¢ per month - flat rate
Checks drawn or deposits made - 8¢ per check or deposit
Earnings allowance - 20¢ per month per $100 of balance

Figure the service charge for each customer using the above table.

Customer	Checks-Deposits	Balance	Service Charge
Willard McCutcheon	14	$300	
Ron Chesnut	21	500	
Harold Sweet	37	700	
Greg Petersen	46	900	
Howard Miller	13	200	

Invoice Extension (Extend and total the following invoice.)

Midwest Farm Products
Joliet, IL 52677

Sold To Reed's Market
Pittsburgh, PA 19004

Invoice No. 406
Date April 8, 19--

Quantity	Item	Unit	Unit Price	Amount
1,260 qt.	Homogenized Skim Milk	gal.	$ .68	$
5,640 qt.	Apple Drink	gal.	.50	
105 bushels	Oranges	bu.	2.40	
1,720 eggs	Grade B Eggs	doz.	.40	
1,600 grapefruit	Sweet Grapefruit	doz.	.50	
			TOTAL	

Discount

Gross Amount	Rate of Discount	Amount of Discount	Net Amount
$ 999.45	20%	199.89	799.56
320.50	4½%	14.42	306.08
1456.80	6%	87.41	1,369.39
682.76	2¼%	15.36	667.40
1600.00	5½%	88.00	1,512.00

Interest (Using the ordinary-interest method compute the simple interest on the following to the nearest cent.)

Borrower	Principal	Rate	Time (days)	Interest Due
Barnes, M.	$450	15%	90	16.88
Farris, R.	750	12%	100	25.00
Jameson, C.	600	11%	120	22.00
Nelson, R.	350	18%	45	7.88
Thomas, D.	500	13½%	100	18.75

Service Charge

Maintenance - 85¢ per month - flat rate
Checks drawn or deposits made - 8¢ per check or deposit
Earnings allowance - 20¢ per month per $100 of balance

Figure the service charge for each customer using the above table.

Customer	Checks-Deposits	Balance	Service Charge
Willard McCutcheon	14	$300	1.37
Ron Chesnut	21	500	1.53
Harold Sweet	37	700	2.41
Greg Petersen	46	900	2.73
Howard Miller	13	200	1.49

Invoice Extension (Extend and total the following invoice.)

Midwest Farm Products
Joliet, IL 52677

Sold To Reed's Market
Pittsburgh, PA 19004

Invoice No. 406
Date April 8, 19--

Quantity	Item	Unit	Unit Price	Amount
1,260 qt.	Homogenized Skim Milk	gal.	$ .68	$ 214.20
5,640 qt.	Apple Drink	gal.	.50	705.00
105 bushels	Oranges	bu.	2.40	252.00
1,720 eggs	Grade B Eggs	doz.	.40	57.33
1,600 grapefruit	Sweet Grapefruit	doz.	.50	66.67
			TOTAL	1,295.20

TEACHER INSTRUCTIONS:

The tests for Competency 5 A, B, C, and D do not contain keys. Teacher judgment should be used in determining quality of work in these areas. Teachers should also select suitable material for student use in Competency 5D.

TASK: **To Prepare a paper offset master**

DIRECTIONS: **Type the following letter on an offset paper master with a handwritten signature on the master in 30 minutes or less. The master should result in error-free, legible duplicated copy if it were to be run.**

Current date

Miss Cindy Masters, Manager
Masters Security Systems Co.
7325 West Coddington
Lincoln, NE 68530

Dear Miss Masters:

When someone can copy your master key to your office, your security is worthless. You may change your locks, but to do so costs you time and money.

Safeguard Electronic Cards can't be copied. They can be canceled simply by pushing a button. A Safeguard card is a plastic card, invisibly coded. When inserted into a magnetically coded slot, it will open your doors. Safeguard cards are rewriting the books on security systems.

There is no charge for a demonstration of this amazing system; call us at this toll-free number: (800) 435-7524.

Sincerely yours,

Student's name (typed)

ref initials

COMPETENCY 5-B

TASK: To demonstrate skill in the preparation of a stencil and the use of stencil duplicating equipment.

DIRECTIONS: Type the following folded two-page model program using one stencil per page of material. Run five acceptable error free clear and legible copies which are correctly placed on the page; free of wrinkles and smudges. The machine instructional manual may be used as a reference and the project must be completed in two hours or less.

Activities of Interest
Antioch Mall
Saturday, December 10, 19––

9:00 a.m.	Dave's Dancing Bears
10:00 a.m.	Mellow Notes and their Melodies
11:30 a.m.	Fashion Magic – Tovlio's Boutique
1:00 p.m.	Dave's Dancing Bears
2:00 p.m.	Mellow Notes and their Melodies
3:30 p.m.	Fashion Magic – Tovlio's Boutique

Bolo, the chimpanzee, will be in the auditorium from 10:00-2:00, charming his audience with his characteristic good humor and spontaneous antics. Santa will be in his house to visit with all those who have requests.

HOLIDAY HIGHLIGHTS

TASK: To demonstrate skill in the preparation of a spirit master and the use of liquid duplicating equipment.

DIRECTIONS: Type the following one-page report on a spirit master using letter guides for the title. Run five copies free of error, smudges and wrinkles. The machine instructional manual may be used for reference.

APPLICATIONS

Businessmen prefer certain qualifications in written job applications from graduates. To determine these qualifications, data was gathered by sending forms to 500 personnel managers of selected businesses of various sizes in the metropolitan area. The survey instrument was a 50-item questionnaire, covering all aspects of the written application procedure. Of the firms surveyed, 378 responded. The statistics are based on these 378 respondents.

From the accumulated data, the following major conclusions were drawn:

1. All job applications should be addressed to the personnel manager of the company to which the applicant is writing.

2. A short letter and a comprehensive personal data sheet should accompany the application.

3. The applicant's objective in applying for the job and his listing of experiences and academic training should be included in the letter and personal data sheet.

4. A desired salary should be stated unless the applicant is unfamiliar with the job market for his position.

5. All forms should be filled out neatly and legibly.

6. The application, the letter, and the personal data sheet should be neat in appearance and should be absolutely error free.

7. An interest in the company and in the position for which the applicant is applying should be expressed.

8. A follow-up letter should be sent approximately two weeks after the initial application if there has been no response to the original application.

TEACHER INSTRUCTIONS:

1. Read through dictation/transcription teacher's manual to review the dictation procedure to be followed when dictating the six letters to be used as the test for Competency No. 6.

2. When dictating the letters, talk in a normal tone and at a normal rate. Word marks have been indicated every 20 words to assist you in dictating the material for transcription. Normal dictation rate is usually 80 - 100 wam.

3. Dictate the inside address for each letter as it is given and instruct students to use your name in each signature block. Paragraphs should be dictated but other forms of punctuation should not be dictated.

4. Note that two of the letters require special corrections. These special corrections should be dictated in the middle or after the letter. Remember to indicate the beginning and ending of each letter as well as the special corrections.

5. When the student transcribes, the student will not type carbons or envelopes. Allow the student 30 minutes for transcription. If the student finishes before time is called, record the exact time.

6. When grading the test, determine which letters are mailable as defined in the glossary. The word count for each letter (which includes dateline, inside address, and closing lines) has been indicated. Add the total words from the mailable copy and divide by the number of minutes the student transcribed. This will give production words a minute (pwam).

   If there are slight deviations from the copy, incorrect paragraphing, or minor errors that make the copy not mailable, do not deduct for these mistakes. A letter is either mailable or not mailable.

   Example: Student transcribed four mailable letters in 30 minutes:

Letter	2	113 words
	3	112
	5	100
	6	88
		413 mailable words ÷ 30 = 13.8 pwam

TEACHER INSTRUCTIONS:

Letter No. 1 from Letter 56, DICTATION FOR TRANSCRIPTION, 2nd Ed., Leslie, Zoubek

Mr. Ted James
2122 Fifth Street
Pittsburgh, PA 21213 120 words (includes inside address)

Letter No. 2 from Letter 53, DICTATION AND TRANSCRIPTION, 2nd Ed., Leslie, Zoubek

Mr. Alan Wolf
212 Terrace Avenue
New York, NY 19008 113 words (includes inside address)

Letter No. 3 from Letter 74, DICTATION AND TRANSCRIPTION, 2nd Ed., Leslie, Zoubek

Mr. James West
144 North 12 Street
Geneva, NE 68361 112 words (includes inside address)

Letter No. 4 from Letter 309, DICTATION AND TRANSCRIPTION, 2nd Ed., Leslie, Zoubek

Calgon Manufacturing
Company
55 North Street
Pittsburgh, PA 13426 113 words (includes inside address)

Special correction to be given after the letter is dictated: Add an attention line to Bill Smith

Letter No. 5 from Letter 303, DICTATION AND TRANSCRIPTION, 2nd Ed., Leslie, Zoubek

Mr. Doug Mason
21 Fifth Street
New York, NY 10098 100 words (includes inside address)

Special correction to be given after the letter is partially dictated: I believe Mason's name is George instead of Doug.

Letter No. 6 from Letter 231, DICTATION AND TRANSCRIPTION, 2nd Ed., Leslie, Zoubek

Mr. John May
55 Terrace Lane
Lawrence, KS 51689 88 words (includes inside address)

TASK: To operate transcription equipment with employable speed and accuracy,

DIRECTIONS: Operate the transcription machine and type mailable copies with a carbon copy and envelope for each of six prerecorded letters that include all letter parts and common business vocabulary. Reference materials and the machine instructional manual may be used. The minimum rate necessary for this competency is 10 pwam.

Letter No. 1

Mr. Ted James
2122 Fifth Street
Pittsburgh, PA 21213

Letter No. 2

Mr. Alan Wolf
212 Terrace Avenue
New York, NY 19008

Letter No. 3

Mr. James West
144 North 12 Street
Geneva, NE 68361

Letter No. 4

Calgon Manufacturing Company
55 North Street
Pittsburgh, PA 13426

Letter No. 5

Mr. Doug Mason
21 Fifth Street
New York, NY 10098

Letter No. 6

Mr. John May
55 Terrace Lane
Lawrence, KS 51689

COMPETENCY 7

TASK: To operate automated typewriting equipment

DIRECTIONS: Use an automated typewriter to prepare a form letter using the rough draft copy and type an envelope for each name on the mailing list. Reference materials and the machine instructional manual may be used. The test must be completed within 45 minutes.

Mailing list:

Mrs. Kay Bauers
410 South Pershing
Rockville, NC 03301

Mr. Carl Miller
2680 Franklin Avenue
St. Paul, MN 66111

Miss Joan Johnson
1201 Avenue of The Oaks
Elkhart, IN 46514

Mr. John Kiley
814 No. Sixth Avenue
Dover, DE 19901

Ms. Georgia Ruskin
1801 National
Westport, CT 06880

Mr. Peter Shaw
5500 State Street
Chicago, IL 60655

Mrs. John Jones
1611 Hancock Lane
Vernon, TX 78701

Mrs. J. R. Frasier
18 Lake Shore Drive
Seattle, WA 98112

Mr. William Baxter
16 East 51st Avenue
New York, NY 10022

Mrs. Alice Axton
440 Commerce Street
Memphis, TN 38128

Current Date

Dear :

I think you might be interested in learning about a project our class in is involved in; I should like to show you Fold-a-Notes. ~~The responce has been great.~~

¶ Fold-a-Notes can be used for all occasions: get well thoughts, holiday greetings, thank-you notes, birthdays, party invitations, and other types of special events. I think you may well enjoy looking at some of the unique sample notes. If you will call me at 423-0606, I can arrange come to your home any time convenient to you.

Sincerely yours,

Student's name

Current Date

Dear

I think you might be interested in learning about a project our class is involved in; I should like to show you Fold-A-Notes.

Fold-A-Notes can be used for all occasions: get well thoughts, holiday greetings, birthdays, thank-you notes, invitations, and other types of special events. I think you may well enjoy looking at some of the unique sample notes. If you will call me at 423-6006, I can arrange to come to your home any time convenient to you.

Sincerely yours,

Student's name

COMPETENCY 8

Part A

TASK: To Handle, sort and distribute mail.

(A) 20 commonly used words pertaining to the mailing process and 20 definitions of these processes

DIRECTIONS: After each number in Column 3, write the number of the term in Column 1 that means the same as the statement in Column 2. Tests for Parts A, B, C, and D must be completed within one hour.

COLUMN 1

1. Addressee
2. Enroute
3. First-class mail
4. Fourth-class mail
5. Incoming mail
6. Inserting mail
7. Insured mailing
8. Mail distribution
9. OCR
10. Outgoing mail
11. Postal manual
12. Postal meter
13. Postal scale
14. Postcard
15. Postdated
16. Second-class mail
17. Stamps
18. Third-class mail
19. Via
20. ZIP Code

COLUMN 2	COLUMN 3
A. Postage.	1. ________
B. Mail which includes newspapers, magazines, and other periodicals.	2. ________
C. Booklet which contains regulations and procedures regarding postal services of the United States Post Office Department.	3. ________
D. Mail which has been insured against loss.	4. ________
E. By way of.	5. ________
F. A machine which automatically seals, stamps, and stacks mail.	6. ________
G. Domestic parcel post which consists principally of merchandise; there are certain restrictions placed on the size and weight of each package.	7. ________
H. Inward movement of mail.	8. ________
I. A form used for business communications when the message to be sent is brief.	9. ________
J. Putting the mail properly forwarded into envelopes.	10. ________
K. Outward movement of mail.	11. ________
L. Mailing equipment used to compute by weight the exact amount of postage required on each piece of outgoing mail.	12. ________
M. This class of mail consists principally of certain types of printed matter such as circulars and merchandise up to but not including 16 ounces.	13. ________
N. One to whom a letter or package is directed or addressed.	14. ________
O. Mail which includes written matter and all matter that is sealed against postal inspection.	15. ________
P. Dated after the actual time of execution.	16. ________
Q. The process by which mail is dispersed by a post office to various points of delivery.	17. ________
R. A machine used by a post office which reads and sorts mail automatically.	18. ________
S. The 5-digit code developed to speed mail deliveries and facilitate use of automated equipment to reduce costs.	19. ________
T. On the road or way.	20. ________

COMPETENCY 8

Part A

Teacher Key

1. 17
2. 16
3. 11
4. 7
5. 19
6. 12
7. 4
8. 5
9. 14
10. 6
11. 10
12. 13
13. 18
14. 1
15. 3
16. 15
17. 8
18. 9
19. 20
20. 2

COMPETENCY 8

Part B

TASK: To handle, sort and distribute mail

(B) 10 postal services and 10 definitions of these services

DIRECTIONS: After each number in Column 3, write the number of the term in Column 1 that means the same as the statement in Column 2. Tests for Parts A, B, C, and D must be completed within one hour.

COLUMN 1	COLUMN 2	COLUMN 3
1. Air parcel post	A. Legal evidence for the sender that the piece of mail was actually received by the addressee.	1. ________
2. C.O.D.	B. Mail which provides a means of proof that first-class mail has been delivered, but does not cover payment of possible losses.	2. ________
3. Certified mail	C. First-class mail on which the post office has a liability to the sender if it fails to make delivery.	3. ________
4. International mail	D. Postal service in which mail is delivered by a postal messenger ahead of the regular mail.	4. ________
5. Mailing certificate	E. Proof of mailing but not necessarily proof of receipt of an item.	5. ________
6. Postal money order	F. The postal service which enables a parcel post package to be sent to the destination post office as quickly as first-class mail and then to be delivered by regular carrier.	6. ________
7. Registered mail	G. A service that provides for the collecting of money at the time of delivery of merchandise.	7. ________
8. Return receipt	H. Mail deposited for the dispatch to points outside the continental United States and its territories and possessions.	8. ________
9. Special delivery	I. A form issued by a post office for use in making payments.	9. ________
10. Special handling	J. Mail carried by air and the speediest connecting ground carriers.	10. ________

COMPETENCY 8

Part B

Teacher Key

1. 8
2. 3
3. 7
4. 9
5. 5
6. 10
7. 2
8. 4
9. 6
10. 1

TEACHER INSTRUCTIONS:

Each piece of incoming mail must be inserted into an envelope. The envelope should be typed exactly as the example which accompanies each letter. Care should also be taken to assure that all enclosures are included in the envelope.

The answers are shown on the teacher answer keys which correspond with the 10 student problems. The annotations are suggested and the student answers may vary slightly. However, all important points must be indicated.

The Zip Code Directory, Postal Rate Chart and postage scale can be obtained through the U.S. Post Office. The ZC Directory costs about $8; the postage scale might be arranged for use on a loan basis; the Postal Rate Chart is free.

Note: SASE is an abbreviation for Self Addressed Stamped Envelope.

COMPETENCY 8

Part C

TASK: To handle sort and distribute mail.
(c) Ten pieces of incoming mail

DIRECTIONS: Open, date, annotate, classify, and route the 10 pieces of incoming mail with no more than one error. Tests for parts a, b, c, and d must be completed within one hour.

COMPETENCY 8

Part C #1

Letter

Current date

Mr. R. E. Ortner
Ortner and VonEndt
626 West Avenue
Cleveland, OH 44111

Dear Mr. Ortner:

Thank you very much for your order of September 2. We have sent the materials by UPS as you requested. Your invoice is enclosed. Please let us know if you do not receive your materials within the specified time.

The question that you have asked us about the use of the time-slot key for your RG-134B controlling machine is an unusual one, and we hesitate to make a suggestion until we know more about your difficulty. Our representative, Ms. Sheri Johnson, who is located at 3866 Brookside Blvd. in Cleveland, will be glad to discuss this matter with you. Ms. Johnson will call on you shortly to set up a specific time to look over the RG-134B. Feel free to use our services without obligating your company in any way.

Please substitute the enclosed copy of our latest price list for our new line of machines you now have on file.

Sincerely,

LONGDON-LINTLE,INC.

M. E. Minchin
Sales representative

vl

Enclosures: Invoice
Price List

LONGDON—LINTLE, INC.　　**Invoice**

38251 Euclid Avenue • Cleveland, OH 44102 • Telephone 489-2776

Sold To

Ortner and VonEndt
626 West Avenue
Cleveland, OH 44111

Date　Current date

Our No.　GG-83321-B

Cust. Order No.　RK-13927

Via　UPS

Salesperson　M. E. Minchin

Terms　Net 60 days

Quantity	Description	Unit Price	Amount
17 rolls	12-7 Metal Cable	11.96 roll	203.32
7 ea.	89C/1 1933G Interior Doors	29.30 each	205.10
10 pts.	KGW350 Glue	1.50 pt.	15.00
3 B	7621 Hingeless Joiners	2.75 each	8.25
			431.67

M.E. Minchin
Sales Representative
Longdon-Lintle, Inc.
38251 Euclid Avenue
Cleveland, OH 44102

Mr. R. E. Ortner
Ortner and VonEndt
626 West Avenue
Cleveland, OH 44111

COMPETENCY 8
Part C #1
Envelope

COMPETENCY 8

Part C #1

Letter

Suggested Key

Current date

Route to VonEndt

Time & Date Stamp

Mr. R. E. Ortner
Ortner and VonEndt
626 West Avenue
Cleveland, OH 44111

Dear Mr. Ortner:

Thank you very much for your order of September 2. We have sent the materials by UPS as you requested. Your invoice is enclosed. Please let us know if you do not receive your materials within the specified time.

The question that you have asked us about the use of the time-slot key for your RG-134B controlling machine is an unusual one, and we hesitate to make a suggestion until we know more about your difficulty. Our representative, Ms. Sheri Johnson, who is located at 3866 Brookside Blvd. in Cleveland, will be glad to discuss this matter with you. Ms. Johnson will call on you shortly to set up a specific time to look over the RG-134B. Feel free to use our services without obligating your company in any way.

Please substitute the enclosed copy of our latest price list for our new line of machines you now have on file.

Sincerely,

LONGDON-LINTLE,INC.

M. E. Minchin
Sales representative

vl

Enclosures: Invoice ✓
Price List MD

COMPETENCY 8

Part C #2

Letter

Current date

Mr. Robert L. Smith
Centennial Products
330 Prospect Avenue
Grand Island, NE 68801

Dear Bob

In the talk which you gave at the Kiwanis luncheon last week, you referred to an easy-to-read textbook on salesmanship. The ABC's of Salesmanship. I concur with you that all of us need to know about the proper approach of selling the public on our products, but all the books that I have read through are quite detailed and wordy for a mere layman. This may be the answer.

I would appreciate it if you would provide me with the name of the author, publisher, etc. I doubt if this book can be found in the local bookstores.

I am enclosing a SASE for your reply. Thanks for your help.

Sincerely yours

Jeffrey Atkins

JA:tr

Enclosure: SASE

Stamp

Jeffrey Atkins
1818 Third Avenue
Valentine, NE 69201

COMPETENCY 8
Part C #2
SASE Envelope

Jeffrey Atkins
1818 Third Avenue
Valentine, NE 69201

Cancelled
Stamp

Mr. Robert L. Smith
Centennial Products
330 Prospect Avenue
Grand Island, NE 68801

COMPETENCY 8
Part C #2
No. 10 Envelope

COMPETENCY 8

Part C

Letter (#2)

Suggested Key

time & DATE
STAMP

Current date

Mr. Robert L. Smith
Centennial Products
330 Prospect Avenue
Grand Island, NE 68801

Dear Bob

In the talk which you gave at the Kiwanis luncheon last week, you referred to an easy-to-read textbook on salesmanship, The ABC's of Salesmanship. I concur with you that all of us need to know about the proper approach of selling the public on our products, but all the books that I have read through are quite detailed and wordy for a mere layman. This may be the answer.

I would appreciate it if you would provide me with the name of the author, publisher, etc. I doubt if this book can be found in the local bookstores.

I am enclosing a SASE for your reply. Thanks for your help.

Sincerely yours

Jeffrey Atkins

JA:tr

Enclosure: SASE ✓

COMPETENCY 8

Part C #3

Letter

Current date

Richard Sandefur/Roland Ferguson
Crispy Creams Products
7701 Crispy Cream Lane
Walla Walla, WA 99362

Gentlemen:

We are enclosing our check for $210.87 in payment of your invoice of May 6 for same.

Will you please let us know if you have sufficient stock on hand to send us 2,600 cubes of SS-Sugar, Item No. 3385.

Please note that I have taken the place of Mervin Stahldecker as manager of the Crispy Creams Sweet Shop in Corvallis.

Do you have the new catalog in yet? If so, please send us one.

Very truly yours,

LouAnn Simms
Manager

LAS:NK

Enclosure: Check

COMPETENCY 8

Part C #3

Check Encl.

Crispy Creams Sweet Shop
4780 East 156 Street
Corvallis, OR 97330

Current Date 19 ___ 50-1131 / 1121

PAY TO THE ORDER OF Crispy Creams Products $\$210^{87}$

Two Hundred Ten and 87/100 ———————

Valley Savings & Loan
Corvallis, OR 97330

Memo May 6 Invoice Lou Ann Simms

2:1121""'1131 471""461""'8""

Ms. LouAnn Simms, Manager
Crispy Creams Sweet Shop
4780 East 156 Street
Corvallis, OR 97330

Cancelled
Stamp

Richard Sandefur/Roland Ferguson
Crispy Creams Products
7701 Crispy Cream Lane
Walla Walla, WA 99362

COMPETENCY 8
Part C #3
No. 10 Envelope

COMPETENCY 8

Part C #3

Letter

Suggested Key

Current date

time & Date
Stamp

Richard Sandefur/Roland Ferguson
Crispy Creams Products
7701 Crispy Cream Lane
Walla Walla, WA 99362

Route to:
R. Sandefur
R. Ferguson

Gentlemen:

We are enclosing our check for $210.87 in payment of your invoice of May 6 for same.

Will you please let us know if you have sufficient stock on hand to send us 2,600 cubes of SS-Sugar, Item No. 3385.

Please note that I have taken the place of Mervin Stahldecker as manager of the Crispy Creams Sweet Shop in Corvallis.

Do you have the new catalog in yet? If so, please send us one.

Very truly yours,

LouAnn Simms
Manager

Have sent
Ms. Simms new
catalog this A.M.

LAS:NK

Enclosure: Check ✓

Current Date

Dr. Fred Foster
Professional Building
Suite 6B
1326 Hamburg Avenue
Reading, PA 19603

Dear Dr. Foster:

We are planning to travel to Europe in a few months. Soon we shall be leaving for London, Paris, and points east. As you can guess our family is anxiously awaiting departure time.

In order to get passports for our two children, Sue and Beth, we need certificates for their typhoid, tetanus, smallpox, etc. shots--as soon as possible. An airmail special-delivery envelope is enclosed for your convenience in sending these to us.

Thanks for your time, Dr. Foster. The family sends its greetings.

Sincerely yours,

William Lawrence

WL:bi

Enclosure: SASE

Stamp

Airmail
Special Delivery

William Lawrence
7301 Carson Road
R. R. 9
Honeoye, NE 14471

COMPETENCY 8
Part C #4
No. 10 Envelope
SASE

William Lawrence
7301 Carson Road
R.R. 9
Honeoye, NY 14471

Cancelled
Stamp

Dr. Fred Foster
Professional Building
Suite 6B
1326 Hamburg Avenue
Reading, PA 19603

COMPETENCY 8
Part C #4
No. 10 Envelope

COMPETENCY 8

Part C #4

Letter

Suggested Key

time & Date
stamp

Current Date

Dr. Fred Foster
Professional Building
Suite 6B
1326 Hamburg Avenue
Reading, PA 19603

Dear Dr. Foster:

We are planning to travel to Europe in a few months. Soon we shall be leaving for London, Paris, and points east. As you can guess our family is anxiously awaiting departure time.

In order to get passports for our two children, Sue and Beth, we need certificates for their typhoid, tetanus, smallpox, etc. shots--as soon as possible. An airmail special-delivery envelope is enclosed for your convenience in sending these to us.

Thanks for your time, Dr. Foster. The family sends its greetings.

Sincerely yours,

William Lawrence

WL:bi

Enclosure: SASE ✓

Part C #5

Letter

Current date

Every-Occasion Catering, Inc.
9000 "G" Street
Ellensburg, WA 98926

Gentlemen:

The Red Cross Community Fund Drive is sponsoring a May Day dance May 1 which will be a benefit for the Lutheran Memorial Hospital Children's Ward.

What would your company charge for catering this event? We are expecting 300 people to attend. We would like the dinner served at 8 p.m., and it is to be held in the Muny Building on Tenth Avenue. There are kitchen facilities if you should need them. Please suggest two menus that you think would be suitable and the cost of both. We would also like a price quotation on serving punch during the dance.

The planning committee will meet April 10. We would appreciate it if you could have your bid ready by that time so it can be presented at the meeting.

Very cordially,

Melvin West, Coordinator
Red Cross Community Fund Drive

Melvin West, Coordinator
Red Cross Community Fund Drive
One West Pinchot Road
Ellensburg, WA 98926

Cancelled
Stamp

Every-Occasion Catering, Inc.
9000 "G" Street
Ellensburg, WA 98926

COMPETENCY 8
Part C #5
No. 10 Envelope

COMPETENCY 8

Part C #5

Letter

Suggested Key

Current date

Route to Manager of catering service

time & Date stamp

Every-Occasion Catering, Inc.
9000 "G" Street
Ellensburg, WA 98926

Gentlemen:

The Red Cross Community Fund Drive is sponsoring a May Day dance May 1 which will be a benefit for the Lutheran Memorial Hospital Children's Ward.

What would your company charge for catering this event? We are expecting 300 people to attend. We would like the dinner served at 8 p.m., and it is to be held in the Muny Building on Tenth Avenue. There are kitchen facilities if you should need them. Please suggest two menus that you think would be suitable and the cost of both. We would also like a price quotation on serving punch during the dance.

The planning committee will meet April 10. We would appreciate it if you could have your bid ready by that time so it can be presented at the meeting.

by 4/10

Very cordially,

Melvin West, Coordinator
Red Cross Community Fund Drive

da

Current date

Mr. and Mrs. Edward Fluharty
Main Street Publishers
Blalock Lane
Pawtucket, RI 02863

Dear Mr. and Mrs. Fluharty

It was most kind of you to allow me to use your names as character references during my job interview with Ms. Beth Constantine at Prairie Publishing Company.

I have just been informed that I got the job, and I am very pleased with my new position as copy editor. I know that my being able to use your names as references influenced a favorable decision.

Thank you for allowing me to do this.

Very truly yours

Hertha Ivanye

HI:by

Hertha Ivanye
Westerly Publishing Company
Westerly, RI 02891

Cancelled
Stamp

Mr. and Mrs. Edward Fluharty
Main Street Publishers
Blalock Lane
Pawtucket, RI 02863

COMPETENCY 8
Part C #6
No. 10 Envelope

COMPETENCY 8

Part C #6

Letter

Suggested Key

Current date

time & Date
Stamp

Mr. and Mrs. Edward Fluharty
Main Street Publishers
Blalock Lane
Pawtucket, RI 02863

Dear Mr. and Mrs. Fluharty

It was most kind of you to allow me to use your names as character references during my job interview with Ms. Beth Constantine at Prairie Publishing Company.

I have just been informed that I got the job, and I am very pleased with my new position as copy editor. I know that my being able to use your names as references influenced a favorable decision.

Thank you for allowing me to do this.

Very truly yours

Hertha Ivanye

HI:by

Current date

Mr. J. E. Popplewell
Route 5
Sandpoint, ID 83864

Dear Mr. Popplewell:

You truly must have been pleased with yourself in closing the order you just sent in. I know you have worked long and hard on getting that account and how thrilled you must be in getting the Coeur D'Alene Fisheries to sign on the dotted line. Congratulations on a very professional job of selling our MANY-STRIKES line of roe.

With this new account you are well on the way toward earning sufficient points to qualify you for the Nationwide Sales Achievement Program. I know you will make it with a little extra effort.

Very sincerely yours,

CROWN POINT FISHERIES

M. M. Konnerth
Manager

MMK/ck

M.M. Konnerth, Manager
Crown Point Fisheries
Elk River, ID 83827

Cancelled
Stamp

Mr. J. E. Popplewell
Route 5
Sandpoint, ID 83862

COMPETENCY 8
Part C #7
No. 10 Envelope

COMPETENCY 8

Part C #7

Letter

Suggested Key

Current date

Mr. J. E. Popplewell
Route 5
Sandpoint, ID 83864

Dear Mr. Popplewell:

You truly must have been pleased with yourself in closing the order you just sent in. I know you have worked long and hard on getting that account and how thrilled you must be in getting the Coeur D'Alene Fisheries to sign on the dotted line. Congratulations on a very professional job of selling our MANY-STRIKES line of roe.

With this new account you are well on the way toward earning sufficient points to qualify you for the Nationwide Sales Achievement Program. I know you will make it with a little extra effort.

Very sincerely yours,

CROWN POINT FISHERIES

M. M. Konnerth
Manager

MMK/ck

COMPETENCY 8

Part C #8

Letter

Handwritten note

Tuesday

Jane -- The enclosed check is for Brad. Please make sure he gets it, I don't have his latest address, and since he is your brother-in-law you know where the family has moved.

Thanks

J. P. S.

Box 1923
Gordon, NE 69343

2451

67-0197
0194

Current Date 19 ____

PAY TO THE
ORDER OF Bradley Jones $ 25.00

Twenty-five and no/100 ———— DOLLARS

First Commercial Bank
Gordon, NE 69343

Memo ____________ Jerry Smith

1:0194""0197 875""086""4""

Jerry Smith
OSU
Columbus, OH 43210

Cancelled
Stamp

Mrs. Phyllis Anderson
University Publishers
80910 Circle Drive
Springfield, OH 45501

Attention: Forward to
Brad Stepanek

COMPETENCY 8
Part C #8
No. 10 Envelope

COMPETENCY 8

Part C #8

Letter

Handwritten note

Suggested Key

Time + Date
Stamp

Tuesday

Jane -- the enclosed check is for Brad. Please make sure he gets it. I don't have his latest address, and since he is your brother-in-law you know where the family has moved.

Thanx

J. P. S.

COMPETENCY 8

Part C #9

Letter

Current date

Dr. Helen Evans
Dean of Women
Halcyon Hall
Duncan College
Asheville, NC 28802

Dear Dr. Evans

You have been selected to join a privileged group of Lansberg's customers to attend a private showing of the latest designs of Henri Torkay.

Come see his entire collection of clothes for vacation and the work-a-day world. Informal modeling will take place in the Green Room, fifth floor, of Lansberg's Gateway store. The time--June 30, between the hours of 7 and 9:30 p.m. RSVP

Please come and spend a delightful evening with us.

Sincerely yours

LANSBERG'S DEPARTMENT STORE

Ms. Nancy Opincar
Assistant Buyer

NO/aw

Ms. Nancy Opincar
Lansberg's Department Store
Hendersonville, NC 28739

Cancelled
Stamp

Dr. Helen Evans
Dean of Women
Halcyon Hall
Duncan College
Asheville, NC 28802

COMPETENCY 8
Part C #9
No. 10 Envelope

COMPETENCY 8

Part C #9

Letter

Suggested Key

Current date

Time & Date
stamp

Dr. Helen Evans
Dean of Women
Halcyon Hall
Duncan College
Asheville, NC 28802

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Please come and spend a delightful evening with us.

Sincerely yours

LANSBERG'S DEPARTMENT STORE

Ms. Nancy Opincar
Assistant Buyer

NO/aw

Current date

Mr. Lee Beers
Mercury Sportswear
1310 Stockbridge Lane
Laurel, MD 20810

VACATION LINE CLOTHES

As Mr. VanArk, buyer of moderate-priced sportswear, is attending a convention on the West Coast, I am answering your letter of October 31.

In addition to attending a convention in California, he is traveling up and down the Coast reviewing the sportswear styles designed by Americans such as Traci Lemmons, Rocki Newton, and your own Hank Hardin of your West Coast branch.

The description you give of the new vacation line clothes you are manufacturing is very interesting, and I know that Mr. VanArk will be anxious to attend your showing.

Mr. VanArk is due back in his office Tuesday, and I will bring your letter to his attention at that time.

MS. PENNY J. PAULSON — ASSISTANT BUYER

cc:J. C. VanArk, Hank Hardin

Ms. Penny J. Paulson
Assistant Buyer
Consolidated Vacation Clothiers
North Beach, MD   20831

Cancelled
Stamp

Mr. Lee Beers
Mercury Sportswear
1310 Stockbridge Lane
Laurel, MD   20810

COMPETENCY 8
Part C #10
No. 10 Envelope

COMPETENCY 8

Part C #10

Letter

Suggested Key

Current date

time & Date
Stamp

Mr. Lee Beers
Mercury Sportswear
1310 Stockbridge Lane
Laurel, MD 20810

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Mr. VanArk is due back in his office Tuesday, and I will bring your letter to his attention at that time.

MS. PENNY J. PAULSON — ASSISTANT BUYER

cc:J. C. VanArk, Hank Hardin

TEACHER INSTRUCTIONS:

Answers are shown on the teacher answer key. From time to time the cost of postage changes; therefore, the teacher will need to insert on the teacher answer sheet the current postal charges. Answer amounts are, therefore, given in general terms. Prior to each testing time, the letters should be inserted into their envelopes along with any enclosures. The appropriate inside address and return address should be typed on each envelope.

NOTE: Item #4 requires a window envelope.
Item #10 should weigh enough to qualify it for a higher rate of postage.

The Zip Code Directory, Postal Rate Chart and postage scale can be obtained through the U.S. Post Office. The ZC Directory costs about $8; the postage scale might be arranged for use on a loan basis; the Postal Rate Chart is free.

TASK: To handle, sort and distribute mail
d. Ten pieces of outgoing mail including "special mail" such as registered and special delivery

DIRECTIONS: Classify, find zip codes, and determine postage for the outgoing mail with no more than one error. Tests for parts A, B, C, and D must be completed in one hour or less. A Zip Code Directory, Postal Rate Chart and postage scale will be needed to complete this part of the competency.

COMPETENCY 8

Part D

Student Answer Sheet

CLASSIFICATION	ZIP CODES	POSTAGE AMOUNT
1.		
2.		
3.		
4.		
5.		
5.		
6.		
7.		
8.		
9.		
10.		

COMPETENCY 8

Part D #1

Current Date

Mr. Louis Watari
Winnemucca Recorder
35 Timson Street
Winnemucca, NV

Dear Mr. Watari

We appreciated the positive article you wrote about our business, The Antique Parts Garage, in last Monday's special morning edition. The attention you gave to detail and your accurate reporting indicate the time and research you put into the antique car article.

The staff and management were in agreement as to readibility and enjoyment derived from the story. We especially like the personal anecdotes about Charles Fordda, founder of the company, and his escapades with the original company "31 Chev Vicky."

You would like to know, I am sure, that Mr. Charles Fordda, III, president of the company, has photostated the article and has it hanging in a conspicuous place on the wall of his office.

Thanks again for the fine article you wrote about one of Lathrop Wells' thriving businesses.

Sincerely,

THE ANTIQUE PARTS GARAGE

Schroeder T. Ritter, Manager
Public Relations Department

STR/cmw

cc: Charles Fordda, III

Schroeder T. Ritter, Manager
Public Relations Department
The Antique Parts Garage
3115 Cliffdale Road
Lathrop Wells, NV

Stamp

Mr. Louis Watari
Winnemucca Recorder
35 Timson Street
Winnemucca, NV

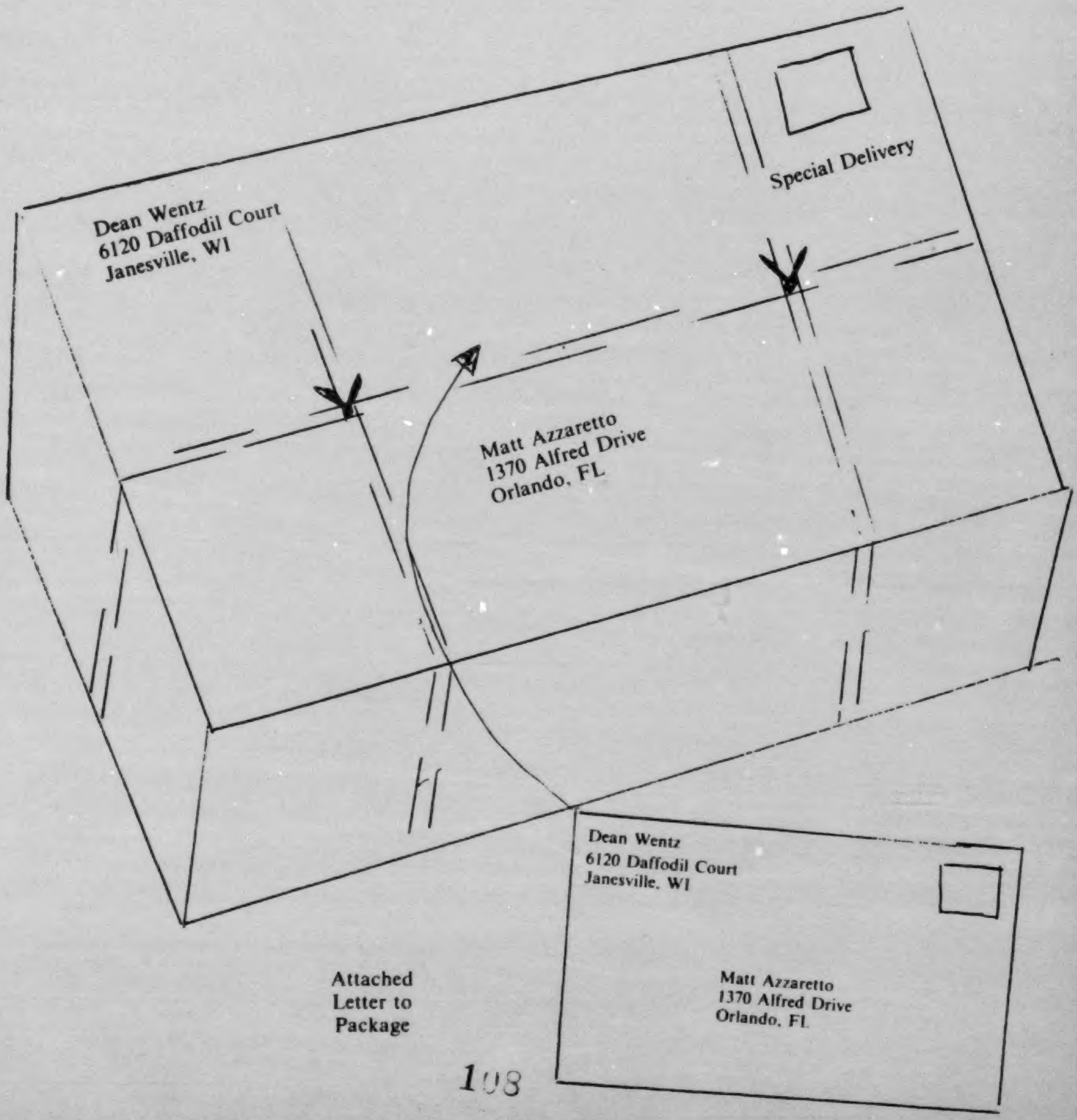
COMPETENCY #
Part D #1
No. 10 Envelope

COMPETENCY 8

Part D #2

Send the package parcel post and find the cost.

Weight of package: 5 lbs., 6 oz.
Size of package: length--9 inches
width--7 inches
height--3 inches

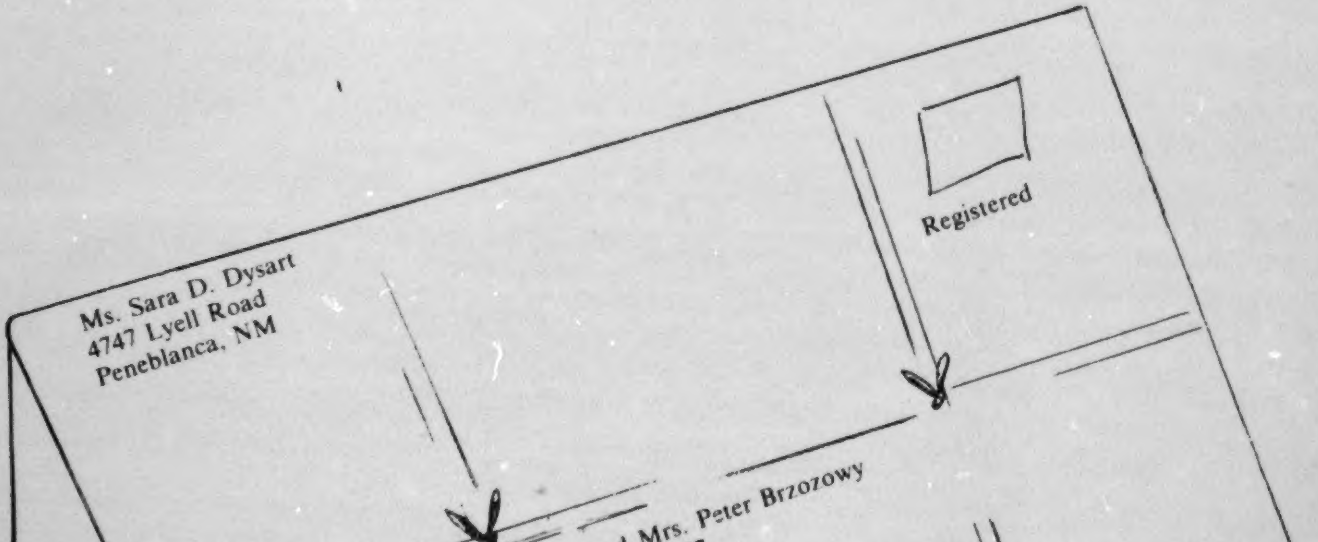

Dean Wentz
6120 Daffodil Court
Janesville, WI
Special Delivery
Matt Azzaretto
1370 Alfred Drive
Orlando, FL
Dean Wentz
6120 Daffodil Court
Janesville, WI
Matt Azzaretto
1370 Alfred Drive
Orlando, FL
Attached
Letter to
Package

COMPETENCY 8

Part D #3

Registered package. (value--$150)

Weight of package: 19 lbs.
Size of package: length--10 inches
width--8 inches
height--4 inches


Ms. Sara D. Dysart
4747 Lyell Road
Peneblanca, NM
Registered
Mr. and Mrs. Peter Brzozowy
P.O. Box 1977
Gentry, AR

COMPETENCY 8

Part D #4

Current date

Mr. & Mrs. Henry Baumwart
4322 Homer Avenue
Macon, GA

It is with regret that the information available on your credit application is not sufficient for our store to open a charge account in your name.

However, if we may be able to serve you in another manner, please feel free to call, write, or come into the store.

Camille Andross, Manager
Credit Department

CA/ke

Camille Andross, Manager
Credit Department
Rikker's Department Store
36415 North Main Street
Macon, GA

Stamp

COMPETENCY 8
Part D #4
Window envelope

COMPETENCY 8

Part D #5

Current date

Defilippis Enterprises
502 Seventh Avenue
Goldenvalley, ND

Gentlemen:

What a nice surprise! When we opened the envelope containing Your October payment, we discovered two checks of $15.85 for that amount.

Of course, we shall credit your account for the November payment, too, unless you tell us otherwise.

Sincerely,

Bryan Fellwock
Credit Department

BF/wz

Yellowstone Refurbishing, Inc.
Route 2
Hartview Circle
Battleview, ND

Stamp

DeFilippis Enterprises

502 Seventh Avenue

Goldenvalley, ND

COMPETENCY 8
Part D #5
No. 10 Envelope

Current date
SPECIAL DELIVERY

Mr. Herschel Payne
Payne, Coca, and Klee
Stationery Company
1414 Rosengren Avenue
Fair Lawn, NJ

Dear Mr. Payne

We are in desperate need on the pricing on a quantity of stationery given below:

1500 sub B grade sheets (8½ x 11) white
1000 sub B grade envelopes (No. 10) white
2500 sub 16 grade sheets (8½ x 14) white
2500 sub 16 grade envelopes (No. 10) buff

I would like to have these quotations by 11 a.m. Monday, May 16. We appreciate the prompt service you have given us in the past and hope that this rush job does not inconvenience you too much.

Sincerely yours

THE PAPER STORE

Stella E. Loveless
Coordinator for paper
Stock

SEL/jj

You may call me collect (201-489-2771) if the deadline cannot be met by mail.

Ms. Stella E. Loveless
Coordinator for Paper Stock
The Paper Store
7299 South Orchard Street
Route 5
Cape Charles, VA

Stamp

Mr. Herschel Payne
Payne, Coca, and Klee
Stationery Company
1414 Rosengren Avenue
Fair Lawn, NJ

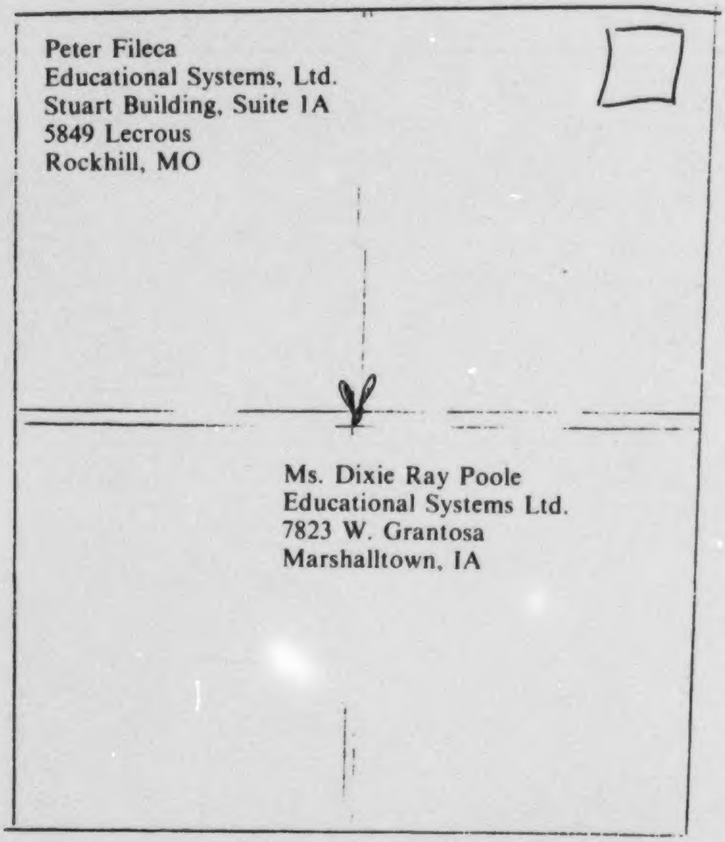
COMPETENCY 8
Part D #6
No. 10 Envelope

COMPETENCY 8

Part D #7

Send the package parcel post and find the cost.

Package: wrapped textbook
Weight of package: 2 lbs.
Size of package: length--8 inches
width--7 inches
height--1½ inches
pages--362



Peter Fileca
Educational Systems, Ltd.
Stuart Building, Suite 1A
5849 Lecrous
Rockhill, MO

Ms. Dixie Ray Poole
Educational Systems Ltd.
7823 W. Grantosa
Marshalltown, IA

Current Date

Mrs. Bower Westcott
c/o Grandma's Attic
4291 VanDyke Place
Trivoli, IL

CARNIVAL GLASS

On Wednesday, the 26th of last month, Ms. Marsha Ricketts, one of our scouts, was in your store and saw your personal display of glassware as well as the pieces on sale to the public.

In your own collection you have the kitchen cup and saucer (marigold) that I have been looking for for some time. In the course of your conversation with Ms. Ricketts, you mentioned that there was a strong possibility you would sell this particular cup and saucer. Price was not discussed.

I would appreciate it if you would quote me a price when you plan to sell the kitchen cup and saucer.

JOHN R. SHULL — OWNER — THE CARRIAGE HOME

JRS/ob

The Carriage Home
8196 Emery Avenue
Foxworth, MS

Stamp

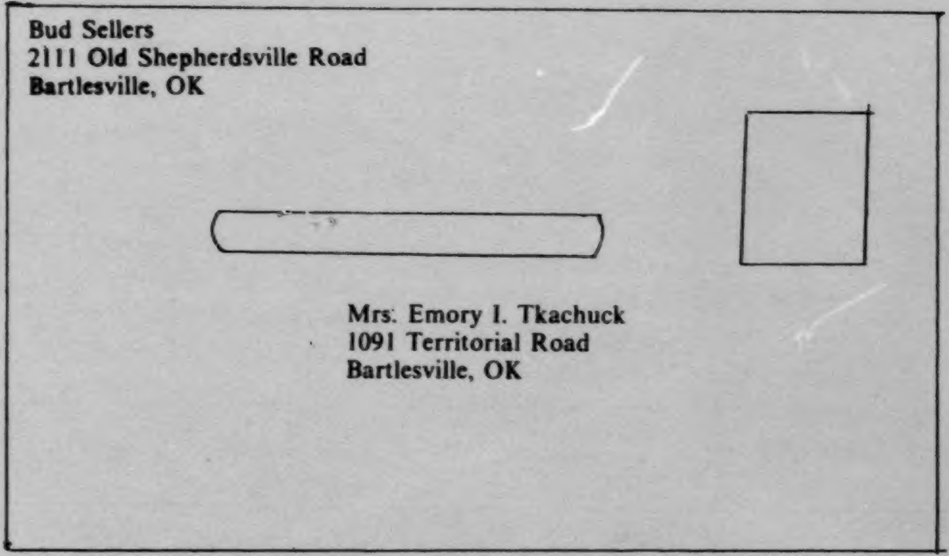
Mrs. Bower Westcott
c/o Grandma's Attic
4291 VanDyke Place
Trivoli, IL

COMPETENCY 8
Part D #8
No. 6 Envelope

COMPETENCY 8

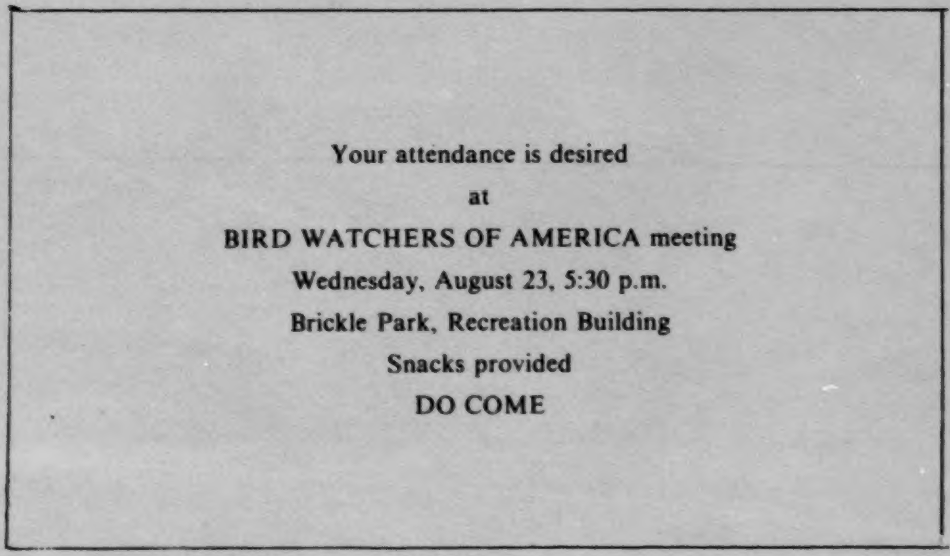
Part D #9

Postal card



Bud Sellers
2111 Old Shepherdsville Road
Bartlesville, OK

Mrs. Emory I. Tkachuck
1091 Territorial Road
Bartlesville, OK



Your attendance is desired

at

BIRD WATCHERS OF AMERICA meeting

Wednesday, August 23, 5:30 p.m.

Brickle Park, Recreation Building

Snacks provided

DO COME

COMPETENCY 8

Part D #10

Current date

The Lowell Wessell Family
91265½ South 22 Street
Pomfret Center, CT

Dear Wessell Family

Thank you for your inquiry about our current line of Billiard, Ltd. tables.

Yes, we feel that the Mahogany Line is the best on the market. The way the tables are constructed for sturdiness and durability are the major factors in the wide appeal that they have for the buying public. We can hardly keep up with the demand.

You will find enclosed a color brochure showing, in addition to the Mahogany Line, other tables we manufacture. Also you will see the complete accessories that are sold in conjunction with your new Billiards, Ltd. table.

Sincerely,

BILLIARDS, LTD.

Edgar Holbine

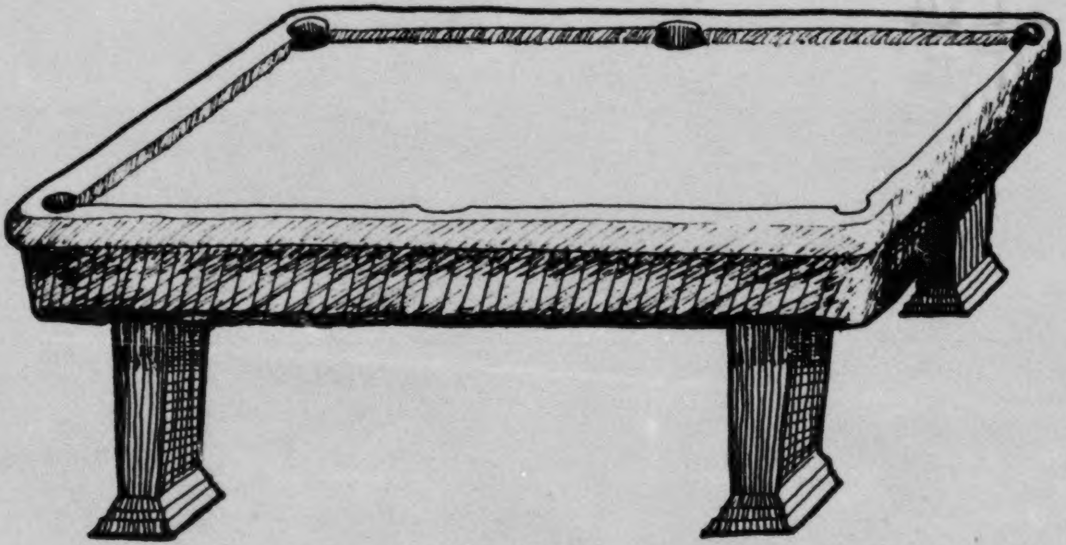
EH/wg

Enclosure: one color brochure

COMPETENCY 8

Part D #10

BILLIARDS, LTD.
TABLES



BILLIARDS, LTD.
TABLES

3581 SANATORIUM, RD.
STERLING, COLO.

BILLIARDS, LTD.
TABLES
3581 SANATORIUM, RD.
STERLING COLO.

Billiards, Ltd.
3581 Sanatorium Road
Sterling, CO

Stamp

The Lowell Wessell Family
91265½ South 22 Street
Pomfret Center, CT

COMPETENCY 8
Part D #10
No. 10 Envelope

SUGGESTED ANSWER KEY for 10 pieces of outgoing mail

	CLASSIFICATION	ZIP CODES	POSTAGE AMOUNT
1.	First-class letter No. 10 envelope	Lathrop Wells, NV 89020 Winnemucca, NV 89445	First-class cost
2.	Parcel Post Package Special Delivery	Janesville, WI 53545 Orlando, FL 32810	Parcel Post cost based on weight and distance plus cost of attached first-class letter plus special delivery cost
3.	Parcel Post Package REGISTERED--value $150	Peneblanca, NM 87041 Gentry, AR 72734	First-class cost plus insured cost
4.	First-class letter in window envelope	Macon, GA 31201	First-class cost
5.	First-class letter No. 10 envelope	Battleview, ND 57814 Goldenvalley, ND 58541	First-class cost
6.	First-class letter No. 10 envelope SPECIAL DELIVERY	Cape Charles, VA 23310 Fair Lawn, NJ 07410	First-class cost plus special delivery cost
7.	Parcel Post Package Textbook--362 pages	Rockhill, MO 63119 Marshalltown, IA 50158	Parcel Post book rate
8.	First-class letter No. 6 envelope	Foxworth, MS 39483 Trivoli, IL 61569	First-class cost
9.	Postal Card	Bartlesville, OK 74003	Postal card cost
10.	First-class letter No 10 envelope	Sterling, CO 80751 Pomfret Center, CT 06259	First-class cost (extra weight)

COMPETENCY 9

Part A-1

TASK: To perform recordkeeping activities

A. To record banking, payroll, petty cash, and inventory transactions.

DIRECTIONS: Neatly and legibly fill out a deposit slip, write three checks with check stubs and compute the balance on the check stubs within 10 minutes. Machines may be used.

Deposit	June 6, 19–	
	Check No. 5	$165.92
	Coins	25.30
	Currency	115.45
Check No. 1		
	June 16, 19–	
	Amount	$ 35.60
	To:	Smith & George Company
	For:	Supplies
Check No. 2		
	June 20, 19–	
	Amount	$ 48.92
	To:	XYZ Corporation
	For:	Secretarial Services
Check No. 3		
	June 30, 19–	
	Amount	$145.60
	To:	George Nicholos
	For:	Repair Service

COMPETENCY 9

Part A-1

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

90-77
749

DATE 19

CHECKING ACCOUNT
DEPOSIT TICKET

Checks and other items are received for deposit subject to the terms and conditions of this bank's collection agreement.

CURRENCY		
COIN		
CHECKS		
TOTAL		

Lin-Lan National Bank

⑆0749⑈0077⑆ 40⑈118⑈8⑈

NO. ________ $ ________
DATE ________ 19 ____
TO ________
FOR ________
____
ACCT. ________

	DOLLARS	CENTS
BAL. BRO'T FOR'D		
DEPOSIT		
TOTAL		
AMT. THIS CHECK		
BAL. CAR'D FOR'D		

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

No. ________ 56-710
422

________ 19 ____

Pay to the order of ________ $ ________

________ Dollars

Lin-Lan National Bank

BY ________

⑆0422⑈0710⑆ 133⑈0602⑈

COMPETENCY 9

Part A-1

NO. ________ $ ________
DATE ________ 19____
TO ________
FOR ________
____
ACCT. ________

	DOLLARS	CENTS
BAL. BRO'T FOR'D		
DEPOSIT		
TOTAL		
AMT. THIS CHECK		
BAL. CAR'D FOR'D		

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

No. ________ 56-710/422

________ 19____

Pay to the
order of ________ $ ________

________ Dollars

Lin-Lan National Bank

BY ________

⑆0422⑈0710⑆ 133⑈0602⑈

NO. ________ $ ________
DATE ________ 19____
TO ________
FOR ________
____
ACCT. ________

	DOLLARS	CENTS
BAL. BRO'T FOR'D		
DEPOSIT		
TOTAL		
AMT. THIS CHECK		
BAL. CAR'D FOR'D		

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

No. ________ 56-710/422

________ 19____

Pay to the
order of ________ $ ________

________ Dollars

Lin-Lan National Bank

BY ________

⑆0422⑈0710⑆ 133⑈0602⑈

COMPETENCY 9

Part A-1

Teacher Key

DEPOSIT SLIP

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

90-77/749

DATE June 6 19 - -

CHECKING ACCOUNT
DEPOSIT TICKET

Checks and other items are received for deposit subject to the terms and conditions of this bank's collection agreement.

CURRENCY	115	-
COIN	25	30
CHECKS	165	92
TOTAL	306	27

Lin-Lan National Bank

⑆0749⑈0077⑆ 40⑈118⑈8⑈

CHECKS

NO. 1 $ 35.60
DATE June 6 1977
TO Smith & George Co
FOR Supplies

ACCT

	DOLLARS	CENTS
BAL. BRO'T FOR'D		
DEPOSIT	306	[illegible]
TOTAL	306	[illegible]
AMT. THIS CHECK	35	[illegible]
BAL. CAR'D FOR'D	[illegible]	[illegible]

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

No. 1 56-710/422

June 6 1977

Pay to the order of Smith & George Company $35.60

Thirty-five and 60/100 Dollars

Lin-Lan National Bank

By Lee Smithson

⑆0422⑈0710⑆ 133⑈0602⑈

COMPETENCY 9

Part A-1

Teacher Key

NO. 2 $ 42 92

DATE June [illegible] 19[illegible]

TO XYZ [illegible]

FOR [illegible]

Service

ACCT.

	DOLLARS	CENTS
BAL. BRO'T FOR'D	271	[illegible]
DEPOSIT		
TOTAL	[illegible]	[illegible]
AMT. THIS CHECK	42	92
BAL. CAR'D FOR'D	[illegible]	15

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

No. 2

56-710
422

June 2[illegible], 1977

Pay to the order of XYZ Corporation $ 42 92

Forty-Two and 92/100 Dollars

Lin-Lan National Bank

BY Sue Smith

⑆0422⑉0710⑆ 133⑉0602⑈

$ 145 30

DATE [illegible] 30 1977

TO George [illegible]

FOR [illegible]

ACCT.

	DOLLARS	CENTS
BAL. BRO'T FOR'D	225	[illegible]
DEPOSIT		
TOTAL	225	[illegible]5
AMT. THIS CHECK	145	30
BAL. CAR'D FOR'D	[illegible]	55

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

No. 3

422

[illegible] 30

Pay to the order of George [illegible]

One hundred forty-five and 30/100 Dollar

Lin-Lan National Bank

BY Sue Smith

⑆0422⑉0710⑆ 133⑉0602⑈

COMPETENCY 9

Part A-2

DIRECTIONS: Reconcile the bank statement within 10 minutes. Machines may be used.

LIN-LAN NATIONAL BANK
600 South 40th
Lincoln, Nebraska 68506

Jon-Bon Secretarial Services
720 South 22nd
Lincoln, Nebraska 68510

Checks	Deposits	Balance
	650.00	650.00
9.50		640.50
	890.50	1531.00
592.80		938.20
351.65		586.55
64.80		521.75
105.63		416.12
5.60 Service Charge		410.52

COMPETENCY 9

Part A-2

CANCELED CHECKS

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

No. 1 56-710/422

June 9 1977

Pay to the order of Brandeis $9.50

Nine and 50/100 ——— Dollars

Lin-Lan National Bank

By Sue Smithson

⑆0422⑈0710⑆ 133⑈0602⑈

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

No. 7 56-710/422

June 28, 1977

Pay to the order of Lincoln Supply $64.80

Sixty-four and 80/100 ——— Dollars

Lin-Lan National Bank

By Sue Smithson

⑆0422⑈0710⑆ 133⑈0602⑈

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

No. 4 56-710/422

June 16, 1977

Pay to the order of QRS Office Supply $592.80

Five hundred Ninety-two and 80/100 ——— Dollars

Lin-Lan National Bank

By

⑆0422⑈0710⑆ 133⑈0602⑈

COMPETENCY 9

Part A-2

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

No. 2 56-710/422

June 11, 1977

Pay to the order of XYZ Office Supply $351.65

Three hundred Fifty-One and 65/100 Dollars

Lin-Lan National Bank

By Sue Smithson

⑆0422⑉0710⑆ 133⑉0602⑈

JON-BON SECRETARIAL SERVICES
720 South 22nd
Lincoln, Nebraska 68510

No. 6 56-710/422

June 20, 1977

Pay to the order of Jones Insurance $105.63

One hundred Five and 63/100 Dollars

Lin-Lan National Bank

By Sue Smithson

⑆0422⑉0710⑆ 133⑉0602⑈

CHECK STUBS

NO. 1 $\$9^{50}$

DATE June 9, 1977

TO Brandeis

FOR stationery

ACCT.

	DOLLARS	CENTS
BAL. BRO'T FOR'D		
DEPOSIT	650	-
TOTAL	650	-
AMT. THIS CHECK	9	50
BAL. CAR'D FOR'D	640	50

NO. 2 $\$351^{65}$

DATE June 11, 1977

TO XYZ Office Supply

FOR Office Supplies

ACCT.

	DOLLARS	CENTS
BAL. BRO'T FOR'D	640	50
DEPOSIT		
TOTAL	640	50
AMT. THIS CHECK	351	65
BAL. CAR'D FOR'D	288	85

NO. 3 $\$10^{93}$

DATE June 15 1977

TO Jim Nisider

FOR repairs

ACCT.

	DOLLARS	CENTS
BAL. BRO'T FOR'D	288	85
DEPOSIT		
TOTAL	288	85
AMT. THIS CHECK	10	93
BAL. CAR'D FOR'D	277	92

NO. 4 $\$592^{80}$

DATE June 16, 1977

TO XYZ Office Supply

FOR Office Supplies

ACCT.

	DOLLARS	CENTS
BAL. BRO'T FOR'D	277	92
DEPOSIT	890	50
TOTAL	1168	42
AMT. THIS CHECK	592	80
BAL. CAR'D FOR'D	575	62

NO. 5 $\$83^{10}$

DATE June 19, 1977

TO Smith

FOR Dinner Party

ACCT.

	DOLLARS	CENTS
BAL. BRO'T FOR'D	575	62
DEPOSIT		
TOTAL	575	62
AMT. THIS CHECK	83	10
BAL. CAR'D FOR'D	492	52

NO. 6 $\$105^{63}$

DATE June 20 1977

TO Jones Insurance

FOR Insurance

ACCT.

	DOLLARS	CENTS
BAL. BRO'T FOR'D	492	52
DEPOSIT		
TOTAL	492	52
AMT. THIS CHECK	105	63
BAL. CAR'D FOR'D	386	89

NO. 7 $ 64 80
DATE June 28, 19 77
TO Sinclair Supply
FOR Office Supplies
ACCT.

	DOLLARS	CENTS
BAL. BRO'T FOR'D	386	89
DEPOSIT		
TOTAL	386	89
AMT. THIS CHECK	64	80
BAL. CAR'D FOR'D	322	09

NO. 7 $ 486 52
DATE June 29, 19 77
TO Equipment Inc.
FOR Transcription Unit
ACCT.

	DOLLARS	CENTS
BAL. BRO'T FOR'D	322	09
DEPOSIT	762	60
TOTAL	1084	69
AMT. THIS CHECK	486	52
BAL. CAR'D FOR'D	598	17

COMPETENCY 9

Part A-2

BANK RECONCILIATION STATEMENT Date__________

Balance on Bank Statement	________	Balance on Check Stub	________
Add on Deposit(s)	________	Deduct Service Charge	________
Total	________		
Deduct Outstanding Checks			
________			
________			
________			
________			
Total Outstanding Checks	________		
Correct Bank Balance	________	Correct Check Stub Balance	________

COMPETENCY 9

Part A-2

Teacher Key

BANK RECONCILIATION STATEMENT Date ____________

Balance on Bank Statement	$ 410.52	Balance on Check Stub	$598.17
Add on Deposit(s)	762.60	Deduct Service Charge	5.60
Total	$1173.12		
Deduct Outstanding Checks			
$ 10.93			
83.10			
486.52			
Total Outstanding Checks	580.55		
Correct Bank Balance	$ 592.57	Correct Check Stub Balance	$592.57

COMPETENCY 9

Part A-3

DIRECTIONS: Calculate from a time card the total regular and overtime hours worked and compute net pay within 20 minutes. Machines may be used.

NAME Jon Polson EMPLOYEE NO. 25

WEEK ENDING

Days	Regular				Overtime		Hours
	In	Out	In	Out	In	Out	
Mon.	7:25	11:33	12:00	4:10			
Tues.	7:20	11:30	11:58	4:05			
Wed.	7:30	11:31	11:55	4:11			
Thurs.	7:23	11:35	12:01	4:00	4:15	8:30	
Fri.	7:30	11:30	12:00	4:05	4:30	6:40	

	Hours	Rate	Earnings
Regular		2.00	
Overtime			
Total Hours		Gross Earnings	

NAME Sue Johnson EMPLOYEE NO. 26

WEEK ENDING

Days	Regular				Overtime		Hours
	In	Out	In	Out	In	Out	
Mon.	7:30	11:30	12:00	4:05	4:15	5:30	
Tues.	7:25	11:33	12:01	4:10			
Wed.	7:20	11:31	12:02	4:05			
Thurs.	7:23	11:30	12:00	4:01			
Fri.	7:30	11:31	11:59	4:03			

	Hours	Rate	Earnings
Regular		2.55	
Overtime			
Total Hours		Gross Earnings	

PAYROLL DEDUCTIONS RECORD

EMPLOYEE Jon Polson

EMPLOYEE NO. 25

PAYROLL PERIOD ENDING

EXEMPTIONS 3

EARNINGS			DEDUCTIONS					
Regular Earnings	Commission Earnings	Total	Federal Tax	State Tax	FICA Tax	Other	Total Deductions	Net Pay
						2.00		

PAYROLL DEDUCTIONS RECORD

EMPLOYEE Sue Johnson

EMPLOYEE NO. 26

PAYROLL PERIOD ENDING

EXEMPTIONS 1

EARNINGS			DEDUCTIONS					
Regular Earnings	Commission Earnings	Total	Federal Tax	State Tax	FICA Tax	Other	Total Deductions	Net Pay
						1.25		

COMPETENCY 9

Part A-3

Teacher Key

PAYROLL DEDUCTIONS RECORD

EMPLOYEE Jon Polson EMPLOYEE NO. 25

PAYROLL PERIOD ENDING June 15, 1977

EARNINGS			DEDUCTIONS					
Regular Earnings	Commission Earnings	Total	Federal Tax	State Tax	FICA Tax	Other	Total Deductions	Net Pay
80^{00}	18^{00}	98^{00}	8^{30}	1.49	5.10	2.00	16.89	81.11

PAYROLL DEDUCTIONS RECORD

EMPLOYEE Sue Johnson EMPLOYEE NO. 26

PAYROLL PERIOD ENDING June 15, 1977

EARNINGS			DEDUCTIONS					
Regular Earnings	Commission Earnings	Total	Federal Tax	State Tax	FICA Tax	Other	Total Deductions	Net Pay
102^{00}	3.82	105.82	$13.^{50}$	2.43	$5.^{50}$	1.25	22.68	83.14

8

SOCIAL SECURITY TAX TABLE

SOCIAL SECURITY EMPLOYEE TAX TABLE
5.2 PERCENT EMPLOYEE TAX DEDUCTIONS

Wages		Tax to be withheld	Wages		Tax to be withheld
At least	But less than		At least	But less than	
$ 97.79	$ 97.99	$5.09	$102.60	$102.79	$5.34
97.99	98.18	5.10	102.79	102.99	5.35
98.18	98.37	5.11	102.99	103.18	5.36
98.37	98.56	5.12	103.18	103.37	5.37
98.56	98.75	5.13	103.37	103.56	5.38
98.75	98.95	5.14	103.56	103.75	5.39
98.95	99.14	5.15	103.75	103.95	5.40
99.14	99.33	5.16	103.95	104.14	5.41
99.33	99.52	5.17	104.14	104.33	5.42
99.52	99.72	5.18	104.33	104.52	5.43
99.72	99.91	5.19	104.52	104.72	5.44
99.91	101.10	5.20	104.72	104.91	5.45
100.10	100.29	5.21	104.91	105.10	5.46
100.29	100.49	5.22	105.10	105.29	5.47
100.49	100.68	5.23	105.29	105.49	5.48
100.68	100.87	5.24	105.49	105.68	5.49
100.87	101.06	5.25	105.68	105.87	5.50
101.06	101.25	5.26	105.87	107.06	5.51
101.25	101.45	5.27	106.06	106.25	5.52
101.45	101.64	5.28	106.25	106.45	5.53
101.64	101.83	5.29	106.45	106.64	5.54
101.83	102.02	5.30	106.64	106.83	5.55
102.02	102.22	5.31	106.83	107.02	5.56
102.22	102.41	5.32	107.02	107.22	5.57
102.41	102.60	5.33	107.22	107.41	5.58

STATE TAX

Compute by taking 18% of the Federal Tax of the employee.

FEDERAL WITHHOLDING TAX TABLE

MARRIED — WEEKLY
PERSONS PAYROLL PERIOD

And the wages are—		And the number of withholding exemptions claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10 or more
		The amount of income tax to be withheld shall be—										
$ 90	$ 92	$ 12.60	$ 10.70	$ 8.80	$ 7.00	$ 5.00	$ 2.60	$ .10	$ 0	$ 0	$ 0	$ 0
92	94	12.90	11.00	9.10	7.30	5.40	3.00	.50	0	0	0	0
94	96	13.30	11.30	9.50	7.60	5.80	3.40	1.00	0	0	0	0
96	98	13.70	11.60	9.80	7.90	6.10	3.80	1.40	0	0	0	0
98	100	14.00	12.00	10.10	8.30	6.40	4.20	1.80	0	0	0	0
100	105	14.60	12.60	10.70	8.80	7.00	5.00	2.50	0.10	0	0	0
105	110	15.50	13.50	11.50	9.60	7.80	5.90	3.60	1.20	0	0	0
110	115	16.40	14.40	12.30	10.40	8.60	6.70	4.60	2.20	0	0	0
115	120	17.30	15.30	13.20	11.20	9.40	7.50	5.70	3.30	.80	0	0
120	125	18.20	16.20	14.10	12.00	10.20	8.30	6.50	4.30	1.90	0	0

Competency 9 (A4)

DIRECTIONS: Record five petty cash transactions and replenish the fund within 5 minutes. Machines may be used.

Record the following transactions:

June 10	Voucher 25	Postage	$1.30
June 12	Voucher 26	Bond Paper	.75
June 16	Voucher 27	Postage	.65
June 20	Voucher 28	Taxi fare	2.60
June 25	Voucher 29	Paper clips	.55

PETTY CASH BOOK

Page 1

PETTY CASH FUND		DATE	EXPLANATION	DISTRIBUTION OF PAYMENTS		
RECEIVED	PAID OUT			POSTAGE	SUPPLIES	MISC.

COMPETENCY 9

Part A-4

Teacher Key

PETTY CASH BOOK

Page 1

PETTY CASH FUND		DATE		EXPLANATION	DISTRIBUTION OF PAYMENTS		
RECEIVED	PAID OUT				POSTAGE	SUPPLIES	MISC.
25 -		19-- June	1	Establish fund			
	1 30		10	Postage	1 30		
	75		12	Bond paper		75	
	45		16	Postage	45		
	2 40		20	Taxi fare			2 40
	55		25	Paper clips		55	
25 -	5 25			Totals	1 95	1 30	2 40
	19 15		30	Cash on hand			
25 -	25 -						
19 15			30	Cash on hand			
5 85			30	Replenish fund			

DIRECTIONS: Determine the extensions and total cost of the inventory within 5 minutes. Machines may be used.

INVENTORY

Jon-Bon Secretarial Service

Date ____________________ Page No. ____

Stock No.	Description	Count	Unit Value	Extension
460	Typewriters	25	$350.00	________
525	Transcription Equipment	11	465.00	________
550	Bond Paper	1520	1.50	________
625	Desk	20	625.00	________
626	10-Key Adding Machine	6	55.00	________
650	Full-Key Adder	2	125.00	________
685	Spirit Duplicator	1	650.00	________
690	Mimeograph	2	955.00	________
700	Supplies	128	2.25	________
725	Art Supplies	155	1.60	________
	Total			________

COMPETENCY 9

Part A-5

Teacher Key

Typewriters	$ 8,750.00
Transcription Equipment	5,115.00
Bond Paper	2,280.00
Desk	12,500.00
10-Key Adding Machine	330.00
Full-Key Adder	250.00
Spirit Duplicator	650.00
Mimeograph	1,910.00
Supplies	288.00
Art Supplies	248.00
Total	$32,321.00

COMPETENCY 9

Part B-1

Test

TASK: To perform recordkeeping activities

B. To post special journal entries

DIRECTIONS: Post the 5 purchase journal entries to appropriate ledger accounts. The posting must be completed with 100% accuracy in 10 minutes or less.

PURCHASES JOURNAL Page 12

DATE 19—		ACCOUNT CREDITED	INVOICE		TERMS	POST. REF.	AMOUNT	
			NO.	DATE				
Dec	1	Johnson Company	147	11/21			624	00
	2	Lew and Sons Company	148	11/21			120	00
	5	Jim Parker Company	149	11/24			540	00
	9	Major Company	150	11/25			492	00
	14	Jones Company	151	11/28			132	00

Accts. Pay / Johnson Company

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts. Pay / Law and Sons Company

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts. Pay / Jim Ruler Company

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts. Pay. / Major Company

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts. Pay. / Jones Company

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

COMPETENCY 9
Part B-1
Teacher Key

NOTE: The purchases journal should also include Post. Ref. Checks.

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts. Pay. / Johnson Company

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
				19– Dec. 1		P12	624 00

Accts. Pay. / Law and Sons Company

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
				19– Dec. 2		P12	120 00

Accts. Pay. / Jim Paeder Company

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
				19– Dec. 5		P12	540 00

Accts. Pay. / Major Company

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
				19– Dec. 9		P12	492 00

Accts. Pay. / Bonco Company

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
				19– Dec. 14		P12	132 00

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

COMPETENCY 9

Part B-2

Test

TASK: To perform recordkeeping activities

B. To post special journal entries

DIRECTIONS: Post the 5 sales journal entries to appropriate ledger accounts. The posting must be completed with 100% accuracy in 10 minutes or less.

SALES JOURNAL Page 15

DATE		INVOICE NO.	ACCOUNT DEBITED	TERMS	POST. REF.	AMOUNT
19 Dec.	2	166	Lee Moeller			180 00
	5	167	Larry Meyer			72 00
	8	168	Earl Zasler			138 00
	9	169	Jan Williams			78 00
	13	170	T. J. Goff			324 00

COMPETENCY 9
Part B-2
Test

Accts. Rec. / Earl Fosler

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts. Rec. / T. J. Goff

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts. Rec. / Larry Meyer

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts. Rec. / Lee Mueller

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts. Rec. / Jan Williams

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

COMPETENCY 9
Part B-2
Teacher Key

NOTE: The sales journal should also include Post Ref. Checks.

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

Accts. Rec. / Earl Easler

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Dec.	8		S15	138 00					

Accts. Rec. / T. J. Goff

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Dec.	13		S15	324 00					

Accts. Rec. / Larry Meyer

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Dec.	5		S15	42 00					

Accts. Rec. / Lee Moeller

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Dec.	2		S15	180 00					

Accts. Rec. / Jan Williams

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Dec.	9		S15	78 00					

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

COMPETENCY 9

Part B-3

Test

TASK: To perform recordkeeping activities

B. To post special journal entries

DIRECTIONS: Post 5 cash receipts journal entries to appropriate ledger accounts. The posting must be completed with 100% accuracy in 10 minutes or less.

CASH RECEIPTS JOURNAL

Page 2

DATE 19-		ACCOUNT CREDITED	EXPLANATION	POST. REF.	AMOUNT
Oct.	1	Cash Balance	$1,780	–	
	5	Accts. Rec./Thomas Johnson	Received on Account		280 00
	11	Sales	Cash Sales		490 00
	14	Stanley Drake, Capital	Additional Investment		1000 00
	20	Accts. Rec./Elizabeth Weeks	Received on Account		240 00
	28	Sales	Cash Sales		330 00
	31	Cash Debit	Total Receipts		2340 00

COMPETENCY 9
Part B-3
Test

Cash

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19- Oct	1	Balance		1780 00					

Accts. Rec./Thomas Johnson

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19- Oct	1	Balance	✓	560 00					

Accts. Rec./Elizabeth Weeks

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19- Oct	1	Balance	✓	480 00					

Accts. Pay./Leroy Price

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

Stanley Drake, Capital

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
					19- Oct	1	Balance	✓	2820 00

Sales

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

Miscellaneous Expense

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

NOTE: The cash receipts journal should also include Post. Ref. Numbers.

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

Cash

Account No. 101

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct	1	Balance	✓	1780 00					
	31		CR2	2340 00					

Accts. Rec./Thomas Johnson

Account No. 102

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-					19-				
Oct.	1	Balance	✓	560 00	Oct.	5		CR2	280 00

Accts. Rec./Elizabeth Weeks

Account No. 103

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-					19-				
Oct	1	Balance	✓	480 00	Oct.	20		CR2	240 00

Accts. Pay./Leroy Price

Account No. 201

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

Stanley Drake, Capital

Account No. 301

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
					19-				
					Oct.	1	Balance	✓	2820 00
						14		CR2	1000 00

Sales

Account No. 401

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
					19-				
					Oct.	11		CR2	490 00
						28		CR2	330 00

COMPETENCY 9

Part B-4

Test

TASK: To perform recordkeeping activities

B. To post special journal entries

DIRECTIONS: Post the 5 cash payment journal entries to appropriate ledger accounts. The posting must be completed with 100% accuracy in 10 minutes or less.

CASH PAYMENTS JOURNAL

Page 2

DATE 19-		ACCOUNT DEBITED	EXPLANATION	CHECK NO.	POST. REF.	AMOUNT
Oct.	1	Rent Expense	October rent	172		110 00
	8	Accts. Pay./Leroy Price	on Account	173		200 00
	12	Stanley Drake, Capital	Personal Use	174		80 00
	18	Telephone Expense	October telephone bill	175		24 00
	27	Utilities Expense	October utilities	176		18 00
	31	Cash Credit	Total Payments			432 00

COMPETENCY 9
Part B-4
Test

Cash

Account No. 101

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct.	1	Balance	✓	1780 00					

Accts. Rec./Elizabeth Weeks

Account No. 103

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct.	1	Balance	✓	480 00					

Accts. Pay./Leroy Price

Account No. 201

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
					19-				
					Oct.	1		P2	200 00

Stanley Drake, Capital

Account No. 301

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
					19-				
					Oct.	1	Balance	✓	2820 00

Rent Expense

Account No. 501

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

Telephone Expense

Account No. 502

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

Utilities Expense

Account No. 503

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

COMPETENCY 9
Part B-4
Teacher Key

NOTE: The cash payments journal should also include Post. Ref. Numbers.

Cash

Account No. 101

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-					19-				
Oct.	1	Balance	✓	1780 00	Oct	31		CP2	432 00

Accts. Rec./Elizabeth Weeks

Account No. 103

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct	1	Balance	✓	480 00					

Accts. Pay./Leroy Price

Account No. 201

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-					19-				
Oct.	8		CP2	200 00	Oct.	1		P2	200 00

Stanley Drake, Capital

Account No. 301

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-					19-				
Oct.	12		CP2	80 00	Oct.	1		✓	2820 00

Rent Expense

Account No. 501

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct.	1		CP2	110 00					

Telephone Expense

Account No. 502

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct.	18		CP2	24 00					

Utilities Expense

Account No. 503

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct.	27		CP2	18 00					

COMPETENCY 9

Part C

Test

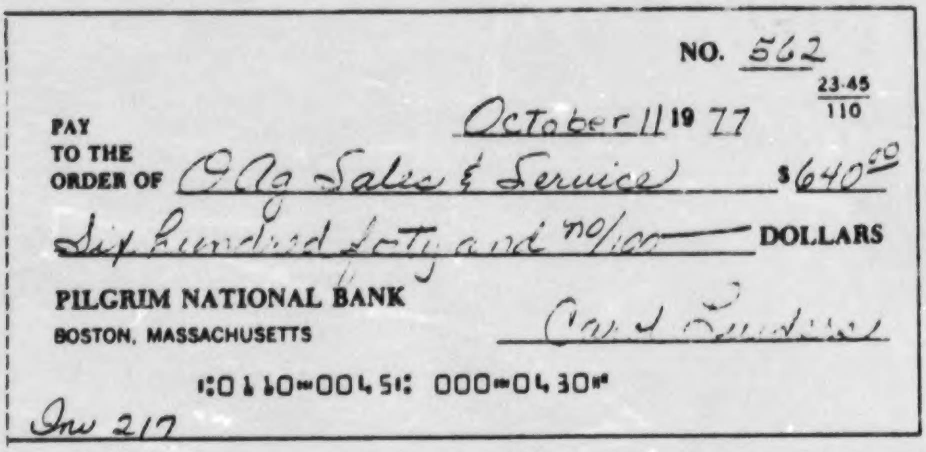
TASK: To perform recordkeeping activities

C. To journalize, post and balance accounts

DIRECTIONS: Use the 10 source documents to record transactions in appropriate journals, to post entries to appropriate ledger accounts and to prepare a trial balance. All work must be completed with 100% accuracy in 10 minutes or less.

SOURCE DOCUMENTS:

(Incoming checks)



NO. 562

23-45
110

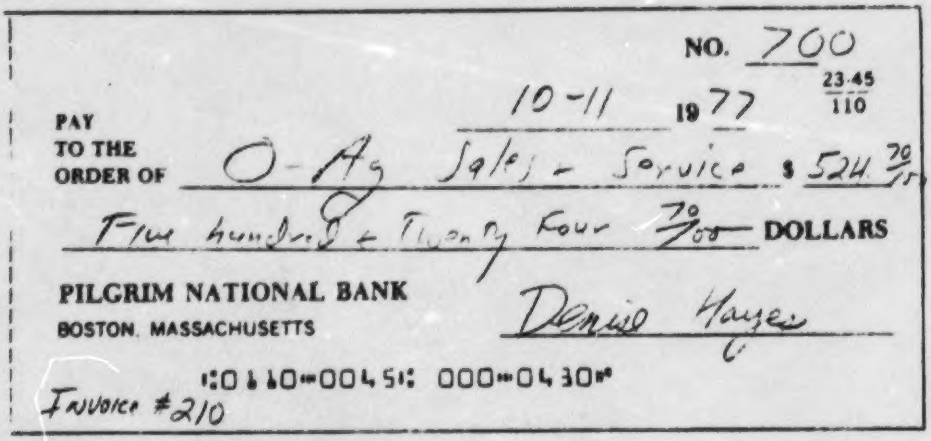
PAY TO THE ORDER OF O-Ag Sales & Service October 11 1977 $640.00

Six hundred forty and no/100 DOLLARS

PILGRIM NATIONAL BANK
BOSTON, MASSACHUSETTS

⑆0110⑈0045⑆ 000⑈0430⑈

Inv 217



NO. 700

23-45
110

PAY TO THE ORDER OF O-Ag Sales + Service 10-11 1977 $524 70/

Five hundred + Twenty Four 70/00 DOLLARS

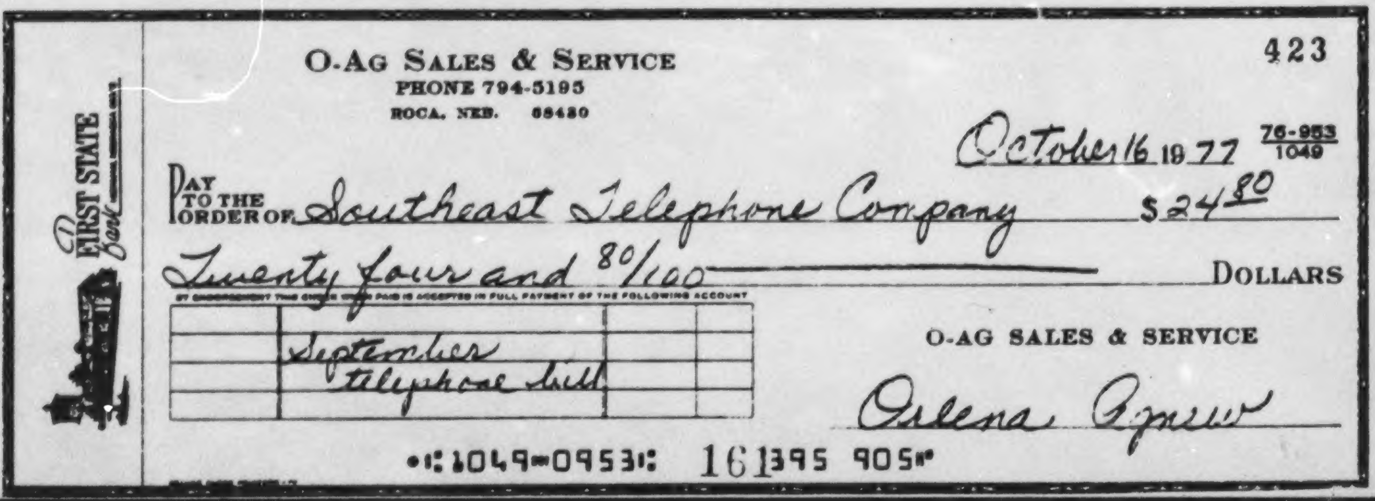
PILGRIM NATIONAL BANK
BOSTON, MASSACHUSETTS

Denise Hayes

⑆0110⑈0045⑆ 000⑈0430⑈

Invoice #210

Outgoing Checks



FIRST STATE Bank

O-AG SALES & SERVICE
PHONE 794-5195
ROCA, NEB. 68430

423

October 16 1977

76-953
1049

PAY TO THE ORDER OF Southeast Telephone Company $24.80

Twenty four and 80/100 DOLLARS

BY ENDORSEMENT THIS CHECK WHEN PAID IS ACCEPTED IN FULL PAYMENT OF THE FOLLOWING ACCOUNT

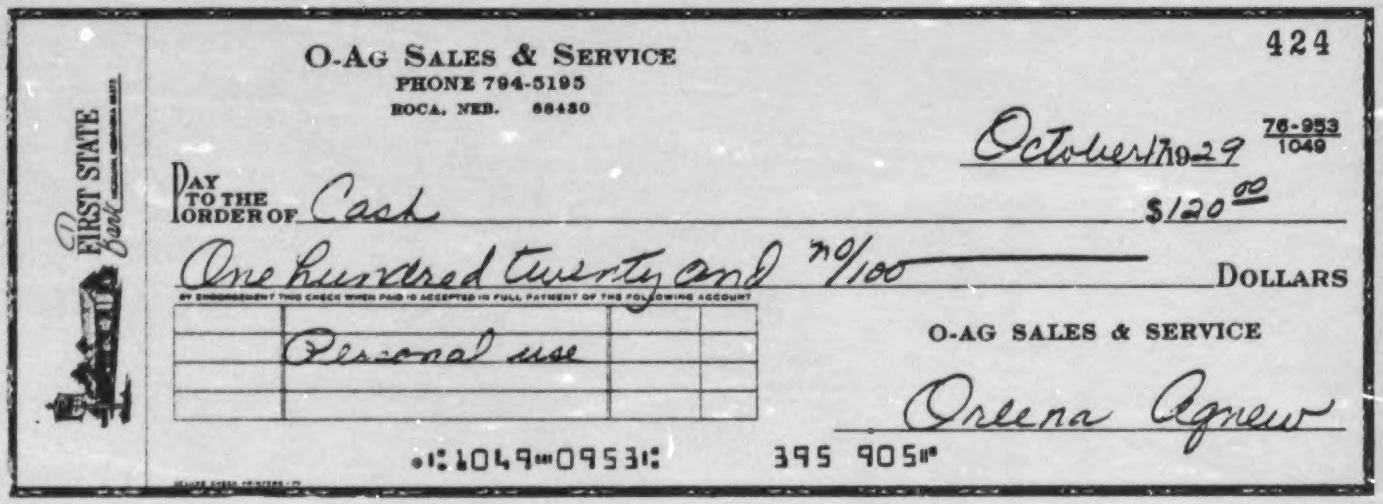
	September telephone bill		

O-AG SALES & SERVICE

Orlena Agnew

•⑆1049⑈0953⑆ 161395 905⑈

(Outgoing checks)



FIRST STATE Bank

O-AG SALES & SERVICE
PHONE 794-5195
ROCA, NEB. 68430

424

October 17 1929 76-953/1049

PAY TO THE ORDER OF Cash $120 00/100

One hundred twenty and no/100 DOLLARS

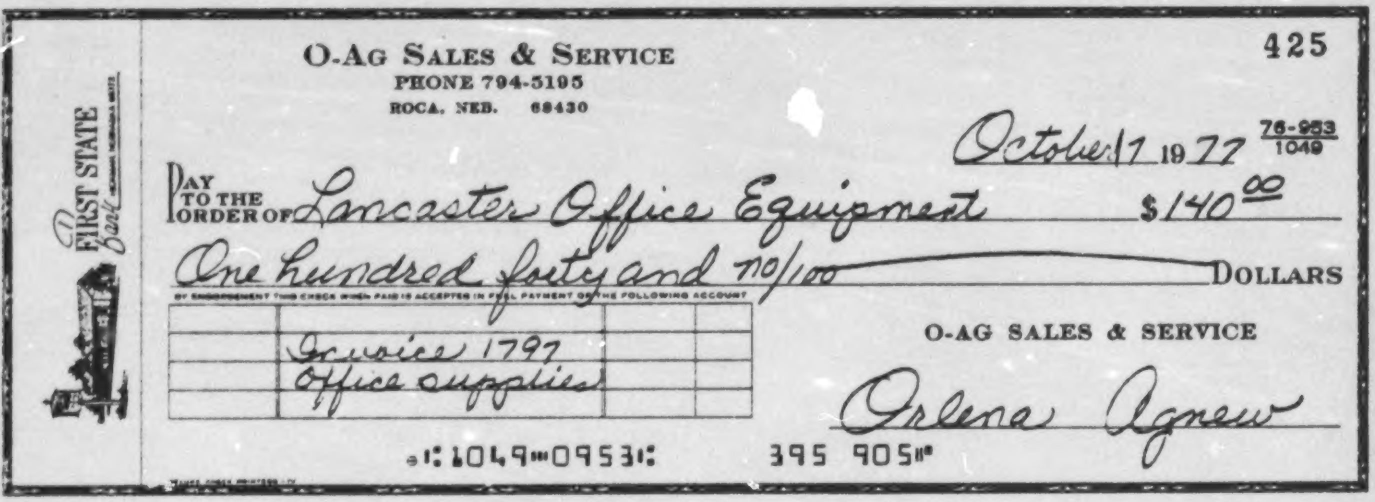
BY ENDORSEMENT THIS CHECK WHEN PAID IS ACCEPTED IN FULL PAYMENT OF THE FOLLOWING ACCOUNT

	Personal use		

O-AG SALES & SERVICE

Orlena Agnew

⑆1049⑉0953⑆ 395 905⑈



FIRST STATE Bank

O-AG SALES & SERVICE
PHONE 794-5195
ROCA, NEB. 68430

425

October 17 1977 76-953/1049

PAY TO THE ORDER OF Lancaster Office Equipment $140 00/100

One hundred forty and no/100 DOLLARS

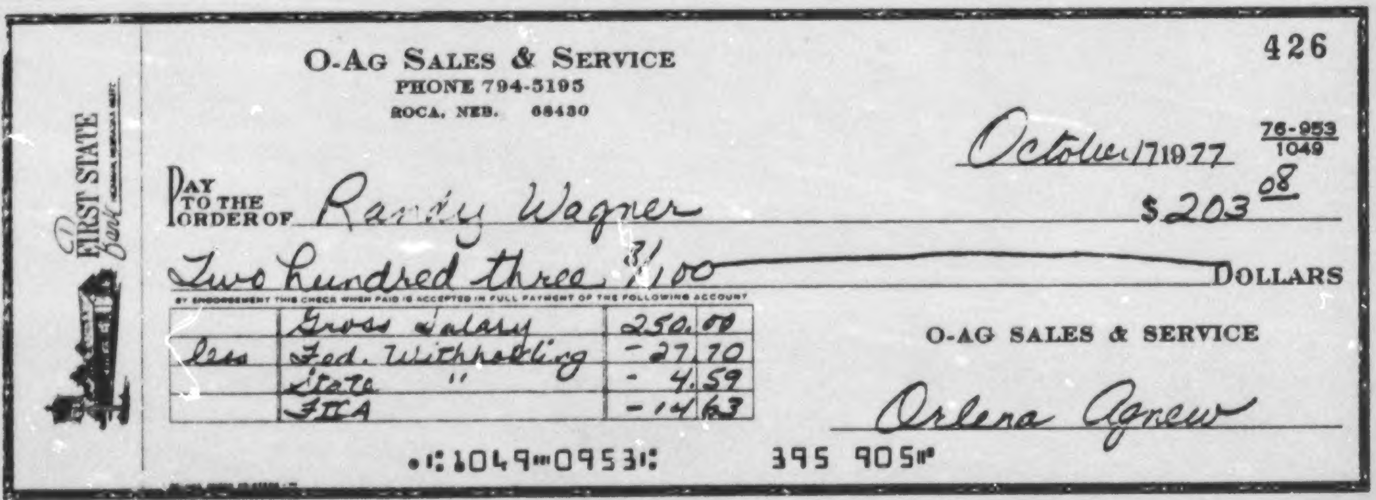
BY ENDORSEMENT THIS CHECK WHEN PAID IS ACCEPTED IN FULL PAYMENT OF THE FOLLOWING ACCOUNT

	Invoice 1797		
	Office supplies		

O-AG SALES & SERVICE

Orlena Agnew

⑆1049⑉0953⑆ 395 905⑈



FIRST STATE Bank

O-AG SALES & SERVICE
PHONE 794-5195
ROCA, NEB. 68430

426

October 17 1977 76-953/1049

PAY TO THE ORDER OF Randy Wagner $203 08/100

Two hundred three 8/100 DOLLARS

BY ENDORSEMENT THIS CHECK WHEN PAID IS ACCEPTED IN FULL PAYMENT OF THE FOLLOWING ACCOUNT

	Gross Salary	250.	00
less	Fed. Withholding	-27.	70
	State "	- 4.	59
	FICA	-14	63

O-AG SALES & SERVICE

Orlena Agnew

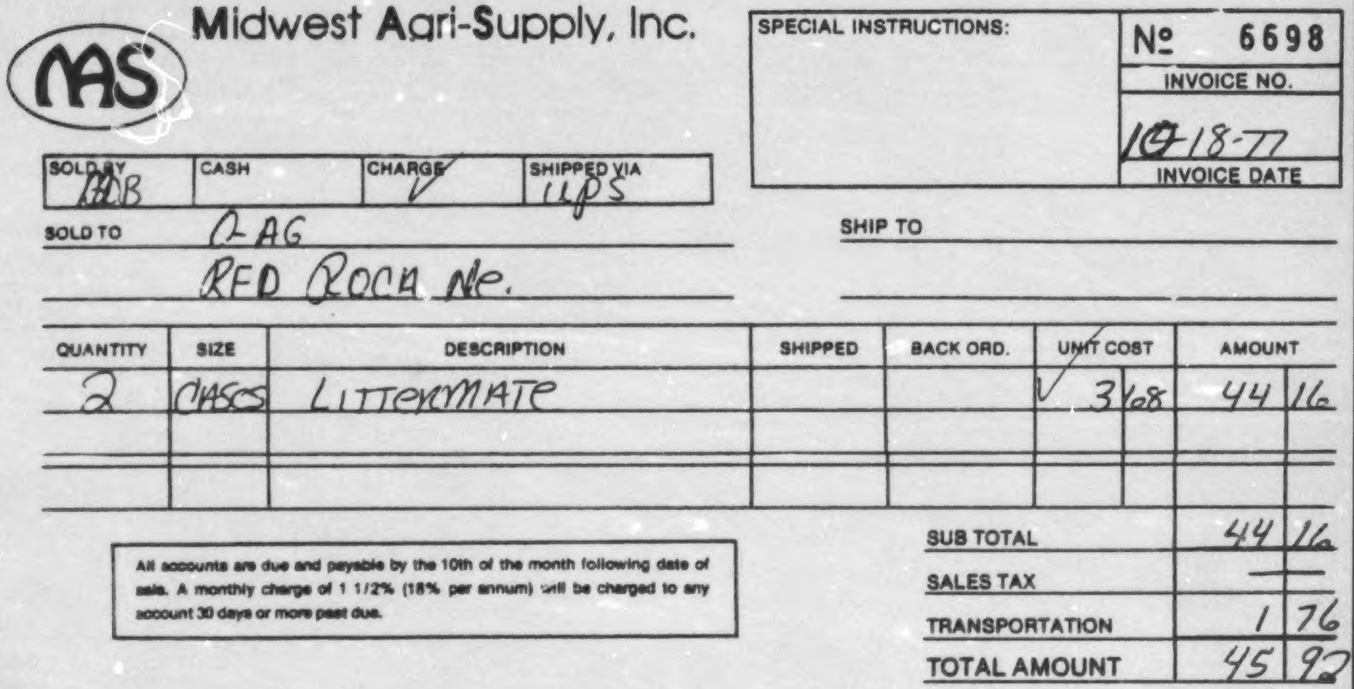
⑆1049⑉0953⑆ 395 905⑈

COMPETENCY 9

Part C

Test

Purchase invoices



Midwest Agri-Supply, Inc.

MAS

SPECIAL INSTRUCTIONS:	№ 6698	INVOICE NO.
	10-18-77	INVOICE DATE

SOLD BY	CASH	CHARGE	SHIPPED VIA
BOB		✓	UPS

SOLD TO O-AG

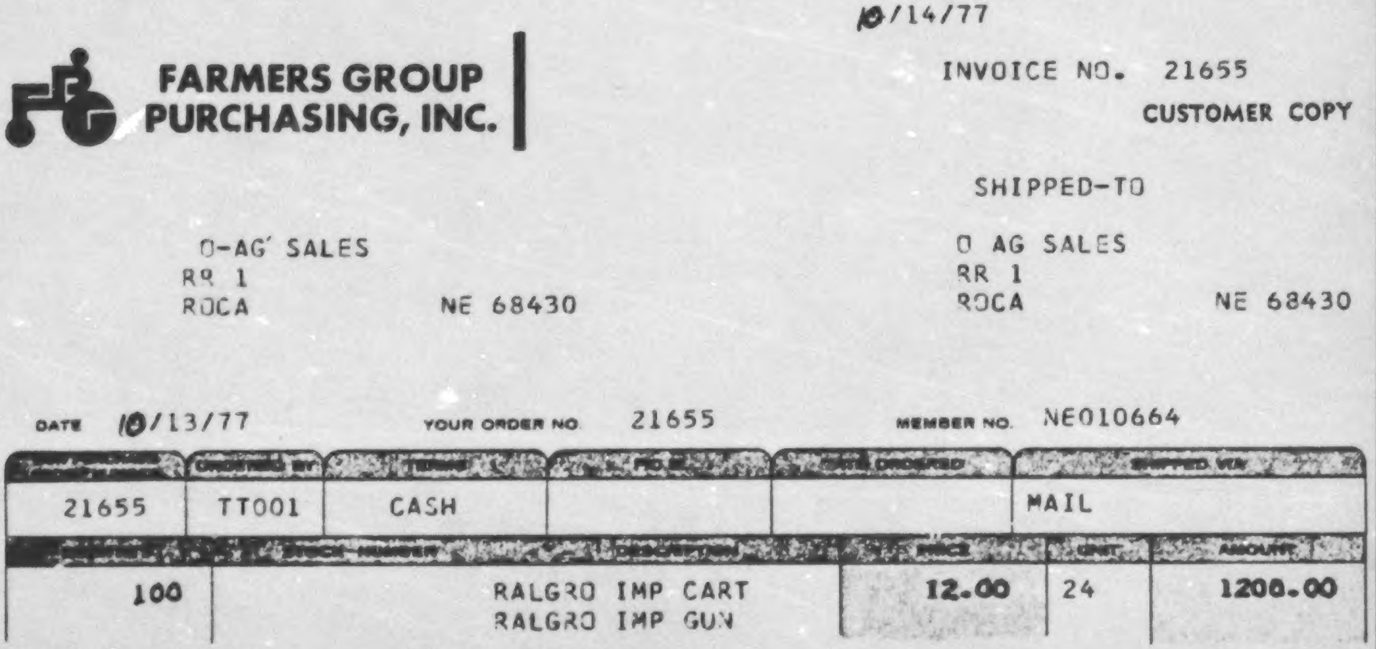
RED ROCA Ne.

SHIP TO

QUANTITY	SIZE	DESCRIPTION	SHIPPED	BACK ORD.	UNIT COST	AMOUNT
2	CASES	LITTERMATE			✓ 3 08	44 16

All accounts are due and payable by the 10th of the month following date of sale. A monthly charge of 1 1/2% (18% per annum) will be charged to any account 30 days or more past due.

SUB TOTAL	44 16
SALES TAX	—
TRANSPORTATION	1 76
TOTAL AMOUNT	45 92



10/14/77

FARMERS GROUP PURCHASING, INC.

INVOICE NO. 21655

CUSTOMER COPY

SHIPPED-TO

O-AG' SALES
RR 1
ROCA NE 68430

O AG SALES
RR 1
ROCA NE 68430

DATE 10/13/77 YOUR ORDER NO. 21655 MEMBER NO. NE010664

[illegible]	ORDERED BY	TERMS	P.O.	DATE ORDERED	SHIPPED VIA
21655	TT001	CASH			MAIL

[illegible]	STOCK NUMBER	DESCRIPTION	PRICE	UNIT	AMOUNT
100		RALGRO IMP CART RALGRO IMP GUN	12.00	24	1200.00

Sales Orders

O-Ag Sales & Service

RFD Roca, Nebr. 68430

Office: Roca 794-5195 – Sales: Crete 826-3527

No. 242

October 3 19 77

Warren Russell

Wymore NE

Cash	Check	Terms	✓ Credit
		Cash	Taxable

12	50# Creep Wean @ 12^{50}	150	00	
30	2# Vit Tr Pmx @ 4^{16}	124	80	
30	8# Hog Finisher @ 3^{92}	117	60	
25	1# Sulfamethazine @ 1^{50}	37	50	
1	50# Furoxy	44	00	
1	50# Vit E	46	00	
3	50# XL° 30 @ 37^{50}	112	50	
	Total	$632	40	

O-Ag Sales & Service

RFD Roca, Nebr. 68430

Office: Roca 794-5195 – Sales: Crete 826-3527

No. 243

October 4 19 77

Chenoweth Grain

Martell, NE

Cash	Check	Terms	✓ Credit
		Cash	Taxable

80	gal. Lasso @ 13.75	1100	00	
120	lbs Sencor @ 6.25	750	00	
1900	lbs Ramrod @ .55	1045	00	
	Total	$2895	00	

COMPETENCY 9

Part C

Test

CASH RECEIPTS JOURNAL

Page

DATE		ACCOUNT CREDITED	EXPLANATION	POST. REF.	AMOUNT

CASH PAYMENTS JOURNAL

Page 1

DATE		ACCOUNT DEBITED	EXPLANATION	CHECK NO.	POST. REF.	AMOUNT

PURCHASES JOURNAL

Page 1

DATE		ACCOUNT CREDITED	INVOICE		TERMS	POST. REF.	AMOUNT
			NO.	DATE			

SALES JOURNAL

Page 1

DATE		INVOICE NO.	ACCOUNT DEBITED	TERMS	POST. REF.	AMOUNT

JOURNAL

Page 1

DATE		ACCOUNT TITLE AND EXPLANATION	POST. REF.	DEBIT	CREDIT

Cash

Account No. 101

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts. Rec. Lueders

Account No. 102

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
19-							
Oct. 1	Balance	✓	640 00				

Accts. Rec./Hayes

Account No. 103

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
19-							
Oct. 1	Balance	✓	524 70				

Accts. Rec./Russell

Account No. 104

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts. Rec./Chenoweth Grain

Account No. 105

DATE	EXPLANATION	POST REF	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accounts Receivable

Account No. 106

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts. Pay./Farmers Group Purchasing Inc.

Account No. 201

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accts Pay./Midwest Agri-Supply Inc.

Account No. 202

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Accounts Payable

Account No. 203

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Employee Federal Withholding Tax Payable

Account No. 204

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Employee State Withholding Tax Payable

Account No. 205

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

FICA Taxes Payable

Account No. 206

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Orlena Agnew, Capital

Account No. 301

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Sales

Account No. 401

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Purchases

Account No. 501

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Office Supplies Expense

Account No. 504

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Telephone Expense

Account No. 505

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Salaries Expense

Account No. 506

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

Account No.

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT

COMPETENCY 9

Part C

Test

Trial Balance

ACCOUNT TITLE	ACCT. NO.	DEBIT	CREDIT

CASH RECEIPTS JOURNAL Page 1

DATE 19-		ACCOUNT CREDITED	EXPLANATION	POST. REF.	AMOUNT	
Oct	11	Accts. Rec. / Lueders	Received on Account	102	640	00
	11	Accts. Rec. / Hayes	Received on Account	103	524	70
	31	Cash Debit	Total Receipts	101	1164	70

CASH PAYMENTS JOURNAL Page 1

DATE 19-		ACCOUNT DEBITED	EXPLANATION	CHECK NO.	POST. REF.	AMOUNT	
Oct.	16	Telephone Expense	Sept. telephone bill	423	505	24	80
	17	Orlena Agnew, Capital	Personal use	424	301	120	00
	17	Office Supplies Expense	Office Supplies	425	504	140	00
	31	Cash Credit	Total Payments		101	284	80

PURCHASES JOURNAL Page 1

DATE 19-		ACCOUNT CREDITED	INVOICE		TERMS	POST. REF.	AMOUNT	
			NO.	DATE				
Oct.	14	Farmers Group Purchasing	21655	10-4	n/30	201	1200	00
	18	Midwest Agri-Supply	6698	10-18	n/30	202	45	92
	31	Purchases Dr. / Accts. Pay. Cr.				501/203	1245	92

SALES JOURNAL Page 1

DATE 19-		INVOICE NO.	ACCOUNT DEBITED	TERMS	POST. REF.	AMOUNT	
Oct.	3	242	Warren Russell	Cash, n/30	104	632	40
	4	243	Chenoweth Grain	Cash, n/30	105	2895	00
	31		Accts. Rec. Dr. / Sales Cr.			3527	40

JOURNAL Page 1

DATE 19-		ACCOUNT TITLE AND EXPLANATION	POST. REF.	DEBIT		CREDIT	
Oct	17	Salary Expense	506	250	00		
		Cash	101			203	08
		Federal Withholding Tax	204			27	70
		State Withholding Tax	205			4	59
		FICA	206			14	63

COMPETENCY 9
Part C
Teacher Key

Cash

Account No. 101

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-					19-				
Oct.	31		CR1	1164 70	Oct.	17		S1	203 08
						31		CP1	284 80

Accts. Rec./Lueders

Account No. 102

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
					19-				
					Oct.	11		CR1	640 00

Accts. Rec./Hayes

Account No. 103

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
					19-				
					Oct.	11		CR1	524 70

Accts. Rec./Russell

Account No. 104

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct.	3	Inv. 242	S1	632 40					

Accts. Rec./Chenoweth Grain

Account No. 105

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct.	4	Inv. 243	S1	2895 00					

Accounts Receivable

Account No. 106

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct.	31		S1	3527 40					

Accts. Pay./Farmers Group Purchasing

Account No. 201

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
					19-				
					Oct.	18		P1	1200 00

COMPETENCY 9
Part C
Teacher Key

Accts. Pay./Midwest Agri-Supply

Account No. 202

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
				19-			
				Oct. 18		P1	45 92

Accounts Payable

Account No. 203

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
				19-			
				Oct. 31		P1	1245 92

Employee Federal Withholding Tax Payable

Account No. 204

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
				19-			
				Oct. 17		J1	27 70

Employee State Withholding Tax Payable

Account No. 205

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
				19-			
				Oct. 17		J1	4 59

FICA Taxes Payable

Account No. 206

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
				19-			
				Oct. 17		J1	14 63

Arlena Agnew, Capital

Account No. 301

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
19-							
Oct. 17		CP1	120 00				

Sales

Account No. 401

DATE	EXPLANATION	POST. REF.	DEBIT	DATE	EXPLANATION	POST. REF.	CREDIT
				19-			
				Oct. 4		S1	3527 40

COMPETENCY 9
Part C
Teacher Key

8

Purchases

Account No. 501

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct.	18		P1	1245 92					

Office Supplies

Account No. 504

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct.	17		CP1	140 00					

Telephone Expense

Account No. 505

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct.	16		CP1	24 80					

Salaries Expense

Account No. 506

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT
19-									
Oct	17		S1	250 00					

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

Account No.

DATE		EXPLANATION	POST. REF.	DEBIT	DATE		EXPLANATION	POST. REF.	CREDIT

COMPETENCY 9

Part C

Teacher Key

Trial Balance

ACCOUNT TITLE	ACCT. NO.	DEBIT	CREDIT
Cash	101	676 82	
Accounts Receivable	106	2362 70	
Accounts Payable	203		1245 92
Employee Federal Withholding Tax Payable	204		27 70
Employee State Withholding Tax Payable	205		4 59
FICA Taxes Payable	206		14 63
Orlena Agnew, Capital	301	120 00	
Sales	401		3527 40
Purchases	501	1245 92	
Office Supplies Expense	504	140 00	
Telephone Expense	505	24 80	
Salaries Expense	506	250 00	
		4820 24	4820 24

COMPETENCY 11

Part A

Test

TASK: To perform the following incidental office task: Securing Information

DIRECTIONS: Answer the following questions with 100% accuracy with the use of a dictionary, secretary's manual, city directory and telephone directory in 45 minutes or less.

1. Where are the following special notations placed on an envelope?

   a. Hold for Arrival ________________
   b. In Care Of ________________
   c. Please Forward ________________
   d. Personal ________________

2. How would you type the first lines of letter addresses to Thomas Joe Willey, saying:

   a. The Roman numeral II after the name ________________
   b. The abbreviation of honorable before the name ________________
   c. The word esquire after the name ________________

3. Write one synonym for each of the following:

   a. loquacious ________________
   b. scintillate ________________
   c. tantalize ________________

4. A listing of three DVM's is needed, their business telephone numbers, and addresses.

   a. ________________
   b. ________________
   c. ________________

5. What is the area code for Cleveland, Ohio?

6. Please find the names and addresses of two dealers in office equipment in your community.

   a. ________________
   b. ________________

7. Find the name, address, occupation, place of work, and indicate home ownership of three individuals residing on ________________ Street in your community.
   (Teacher assign Street or RFD)

   a. ________________
   b. ________________
   c. ________________

8. Should cooperate and reread be hyphenated? ________________

COMPETENCY 11

Part A

Teacher Key

1. Secretary's Manual

   a. Lower left-hand corner of envelope
   b. Following address name
   c. Lower left-hand corner of envelope
   d. Two lines above address or lower left-hand corner

2. Secretary's Manual

   a. Mr. Thomas Joe Willey, II
   b. The Honorable Thomas Joe Willey (preferably not abbreviated)
   c. Thomas Joe Willey, Esquire

3. Dictionary

   a. Talkative
   b. Flash
   c. Worry

4. Telephone directory (yellow pages). Student may have to look up abbreviation DVM in abbreviation section of dictionary.

   a. Student choice
   b. Student choice
   c. Student choice

5. Telephone directory

   216

6. Telephone directory (yellow pages)

   a. Student choice
   b. Student choice

7. City Directory

   a. Teacher/student choice
   b. Teacher/student choice
   c. Teacher/student choice

8. Dictionary

   Cooperate - optional hyphen
   Reread - never hyphened

TASK: To perform the following incidental office task: Assembling Materials

DIRECTIONS: Collate, punch, staple, fold and insert into 25 No. 10 envelopes 25 copies of a three page report for a three-ring binder in 5 minutes or less. The report must be properly sequenced, staple must securely fasten the pages together, the staple must not interfere with the readability of the report, and the punched holes must be properly aligned on the left-hand side of the report and must not interefere with the readability of the report.

PROGRESS OF VOCATIONAL EDUCATION IN NEBRASKA

The purpose of the Vocational Educational Amendments of 1968 is to authorize Federal grants to states to assist them to maintain, extend, and improve existing programs of vocational education, to develop new programs of vocational education, and to provide part-time employment for youths who need the earnings from such employment to continue their vocational training on a full-time basis, so that persons of all ages in all communities of the state—those in high school, those who have completed or discontinued their formal education and are preparing to enter the labor market, those who have already entered the labor market but need to upgrade their skills or learn new ones, those with special educational handicaps, and those in post-secondary schools—will have ready access to vocational training or retraining which is of high quality, which is realistic in the light of actual or anticipated opportunities for gainful employment, and which is suited to their needs, interests, and ability to benefit from such training.

Cooperative education was added to the vocational amendments so that all programs might take advantage of a cooperative work experience program of vocational education for persons who, through a work experience program of vocational education for persons who, through a cooperative arrangement between the school and employers, receive instructions including required academic courses and related vocational instructions including required academic courses and realated vocational instructions, including instruction by the alternation of study in school with a job in any occupational field, but these two experiences must be planned and supervised by the school and employers so that each contributes to the student's education and his employability. Work periods and school attendance may be on alternate half days, full days, weeks, or other periods of time in fulfilling the cooperative work study program.

Special emphasis is also being placed on educating the disadvantaged and handicapped in order that they might have the opportunity to be gainfully employed. At least 25% of the Federal funds received must be spent for programs serving the disadvantaged and handicapped.

Exemplary programs and projects were added and funded because the Congress finds that it is necessary to reduce the continuing seriously high level of youth employment by developing the same kind of attention as is now given to the college preparation needs of the two out of three young persons who end their education at or below the completion of the secondary level, too many of whom face long and bitter months of job hunting or marginal work after leaving school. The purpose of this part, therefore is to stimulate through Federal financial support, new ways to create a bridge between school and earning a living for young people who are still in school, who have left school either by graduating or by dropping out, or who are in post-secondary programs of vocational preparation, and to promote cooperation between public education and manpower agencies.

Approximately 95% of the money received will be flow-through money to public schools conducting approved vocational programs, projects and activities at the secondary and adult levels of education.

Teacher check sheet

1. The student has: Collated, properly punched, stapled, folded and inserted the report into a No. 10 envelope in 5 minutes. ______
2. Report is properly sequenced. ______
3. Staple is securely fastened in the pages. ______
4. Staple does not interfere with the readability of the report. ______
5. Punched holes are aligned. ______
6. Punched holes do not interfere with the readability of the report. ______

COMPETENCY 11

Part C

Written Instructions

TASK: To perform the following incidental office task: Following and Giving.Instructions.

DIRECTIONS: Read and understand these instructions; then orally instruct three classmates in the preparation of the spirit duplicator for operation. Notes may not be used during the giving of instructions, and the three students may not ask any clarifying questions. Note: This is not a demonstration at the duplicator; you will give these instructions to students some place other than at the machine. Then each student (independently will operate the machine within 10 minutes of the instruction.

These instructions may need to be modified to fit the spirit duplicators available in various schools.

1. **Open the machine** (unfold paper tables).

2. **Check the fluid supply** and replenish if necessary. The fluid may be stored in its original container on the floor and pumped through tubes to the machine, or the fluid may be located beneath a panel near the top of the machine and fed by gravity to the wick.

3. **Prime the machine** by depressing the prime level approximately 5 times if the fluid is vacuum fed or by turning the pressure knob or level to a medium control and letting the machine set for one minute if the fluid is gravity fed.

4. **Position guide rails** on the paper tables. Use the scales beneath the guides and set the guides an equal distance in from each side of the table. Check both tables to be certain they will accommodate 8½" x 11" paper.

5. **Load the paper** (no more than approximately 250 sheets) on the input table (this is the table with the feed rollers). Slide paper forward until it touches the two front corner guides.

6. **Adjust the feed rollers** approximately ½" inside the paper guide rails on each side.

7. **Set the feed roll pressure** to medium to light pressure by turning the small knob at the front edge of the paper input table.

8. **Open the master clamp** or drum clamp by moving the lever at the edge of the drum or by pressing a red button on some models.

9. **Position master on drum** an equal distance from each side of the drum. Use the scales on the drum as a guide. The master should be placed face up on some models and ink side up on others.

10. **Close the master clamp** or on some models, depress the automatic closing lever near the paper input table.

11. **Position the paper selector lever** to 11" paper if applicable to your machine.

12. **Set the fluid impression lever** to medium. This may be built in to the on/off knob on some models or it may be a separate lever.

13. **Set the counter** to zero.

If the students performing the activity have followed these steps, the machine should now be ready to operate. However to check the students' performance, it is suggested that students also turn the machine on, engage the feed rollers, and run a few copies of the master.

TASK: To perform the following incidental office task: Machine Maintenance

DIRECTIONS: Demonstrate the correct procedure for the following maintenance activities with the appropriate supplies and equipment in 45 minutes or less. Machine instructional manuals may be used.

a. cleaning the type on the typewriter __________

b. changing a typewriter ribbon __________

c. changing a business machine ribbon (10-key or printing calculator) __________

d. changing a business machine tape __________

Teacher Note: Please use your discretion to determine when the student has completed the requirements.

COMPETENCY 11

Part E

Test

TASK: To perform the following incidental office task: Planning and Hosting a Reception

DIRECTIONS: In a role playing situation, plan a reception for the company president who will be visiting the office. Reserve a conference room for 25 people using a room request form, arrange the room, set an attractive serving table, prepare coffee, order additional refreshments, and act as host/hostess at the reception which includes the introduction of the president to the group. Proportions may be given for preparing coffee and diagrams may be drawn for room arrangement and serving table arrangements.

____________________ BUILDING

__________ ROOM NUMBER

DATE TO BE RESERVED: ________________ TIME: _____ _____

PURPOSE: ____________________________

____

____________________ Reserved By

__________ Date

____________________ Approved By

__________ Date

COMPETENCY 11

Part E

Teacher Key

The following are specific outlines to help evaluate the student's performance. The student should:

1. Fill out a room request form and submit it to the teacher.

2.* Arrange a room for a reception or submit a diagram showing room arrangement.

3.* Arrange a serving table or submit a diagram showing a suitable table arrangement.

4. Make enough coffee for 25 people. Approximately 50 cups of coffee (less coffee if punch is also served). A recipe could be submitted instead of actually making the coffee. A possible perculator coffee recipe is 50 cups of water and 10-12 tablespoons of coffee.

5. Provide cookies or other refreshments for 25 people. (approximately 50 cookies) This task may be performed in cooperation with other students.

6. Act as host or hostess, displaying poise and friendliness, greet people, and perform introductions in a real or role-playing situation. The student should either introduce the "president" to the group or introduce the "president" to each of the small groups at the reception.

*The attached diagrams are possible room and table arrangements.

The table setting should include or show the following:

coffee and possibly punch
cups
plates, if needed
napkins
spoons
cream and sugar
refreshment tray and refreshments
centerpiece, if desired

ROOM ARRANGEMENT

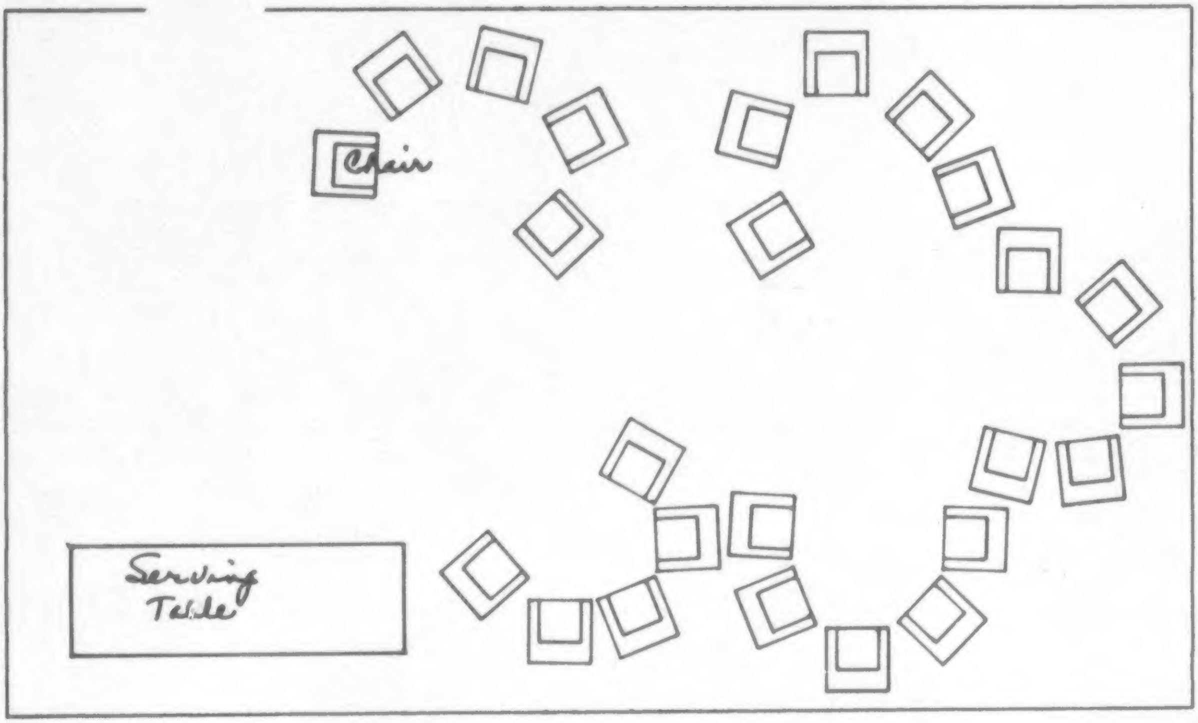
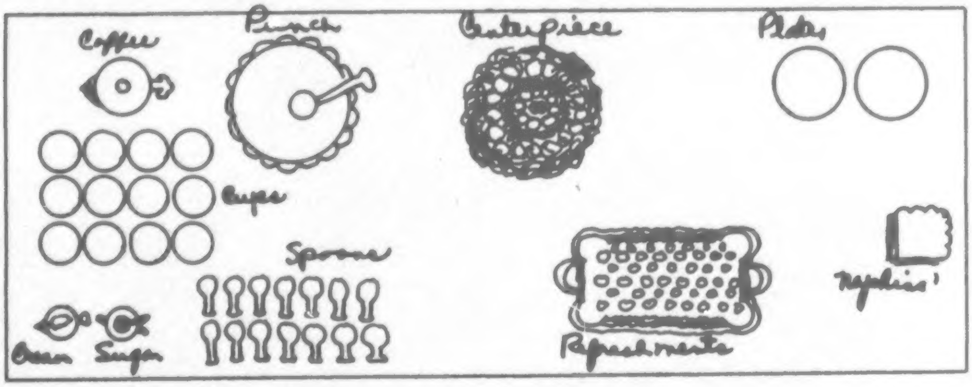

Chair
Serving Table

TABLE ARRANGEMENT


Coffee
Punch
Centerpiece
Plates
Cups
Spoons
Napkins
Cream
Sugar
Refreshments

COMPETENCY 11

Part F

Test

TASK: To perform the following incidental office task: Reservations and Itineraries.

DIRECTIONS: Plan a trip for your employer, Mr. Harvey Wilson. His office and his residence are in Lincoln, Nebraska, and he will be traveling to Denver, Phoenix, and Los Angeles to keep his scheduled appointments. Mr. Wilson feels that he must be in Denver in time to be prompt for his 9:00 a.m. appointment on April 16. He also wants to arrive in Lincoln as soon as possible after his appointments in Los Angeles are concluded on Friday. The plans will be made without the assistance of a travel agency and will require (a) one model letter composed and typed with a carbon copy for travel reservations, (b) one model letter composed and typed for lodging reservations, and (c) a typed itinerary to include the week's activities. The arrangements must be planned and scheduled to permit the employer to meet all appointments in the most efficient manner. All activities must be completed in two hours or less.

The following is a list of appointments for Mr. Harvey Wilson, your employer, for the week of April 16 - April 20.

Monday, April 16	9:00 a.m. - 5:00 p.m. Mr. A. C. Wylie Wylie Publishing Company 809 Center Plaza Denver, CO 78651
Tuesday, April 17	9:00 a.m. - 12:00 p.m. Ms. Dorothy Dana Binderies, Incorporated 117 West Tenth Street Denver, CO 78520
Wednesday, April 18	1:00 p.m. - 4:00 p.m. Mr. Sam Gustafson 402 Antigo Avenue Phoenix, AR 63400
Thursday, April 19	9:00 a.m. - 11:00 a.m. Mr. Jay Castille Castille Enterprises 801 Apella Court Los Angeles, CA 92104
Friday, April 20	10:00 a.m. - 1:00 p.m. Ms. Alice Bonelli Cole Publishing Co. 2311 Detwiler Avenue Los Angeles, CA 92104
	3:00 - 5:00 p.m. Mr. Anthony Jones The Book Bindery 1202 Center Mall Los Angeles, CA 92104

COMPETENCY 11

Part F

Lodging List

Following are lodgings near the firms Mr. Wilson will be visiting.

City	Lodgings	Reservations Stipulations
Denver	A Motel 651 West Tenth Street Denver, CO 78651	No vacancies April 1 - 20
	B Tired Inn 1730 Euclid Denver, CO 78520	No reservations held past 6 p.m. unless notified of late arrival
	Restful Inn 230 No. Hatfield Denver, CO 78511	No reservations held past 6 p.m. unless notified of late arrival
Phoenix	AA Hotel 1580 Air Park Road Phoenix, AR 36402	No reservations held past 8 p.m.
	Downtown Hotel 710 Main Street Phoenix, AR 36400	No reservations held past 8 p.m.
Los Angeles	Rest Haven Hotel 230 Oak Street Los Angeles, CA 92104	No reservations held past 6 p.m. unless late arrival requested on reservation
	Los Angeles Inn 1220 No. 161st Street Los Angeles, CA 92104	No reservations held past 10 p.m. regardless
	Senate Motel 880 Avenue C Los Angeles, CA 92104	No reservations held past 10 p.m. regardless

COMPETENCY 11

Part F

Flight Schedule

Codes: CDT = Central Daylight Time MDT = Mountain Daylight Time PDT = Pacific Daylight Time

	Leaves Lincoln CDT	Arrives Denver MDT	Leaves Denver MDT	Arrives Phoenix MDT	Leaves Phoenix MDT	Arrives LA PDT	Leaves LA PDT	Arrives Denver MDT	Leaves Denver MDT	Arrives Lincoln CDT
Reunited										
FL #7	5:00 p.m.	6:05 p.m.								
FL #8	7:55 a.m.	9:15 a.m.								
FL #71					3:45 p.m.	7:30 p.m.				
FL #75					4:05 p.m.	8:45 p.m.				
FL #102			11:45 a.m.	1:50 p.m.						
FL #304							4:50 p.m.	7:25 p.m.		
FL #314									8:15 p.m.	11:55 p.m.
Condemned										
FL #443	8:15 a.m.	9:45 a.m.								
FL #452			6:00 p.m.	8:10 p.m.						
FL #478					4:45 p.m.	9:15 p.m.				
FL #493							5:05 p.m.	7:35 p.m.		
FL #503									9:08 p.m.	12:32 a.m.
Front Tier										
FL #106	7:40 a.m.	9:00 a.m.								
FL #127			2:15 p.m.	4:10 p.m.						
FL #321					6:00 p.m.	10:15 p.m.				
FL #362							6:05 p.m.	8:35 p.m.		
FL #370									10:15 p.m.	1:45 a.m.

These are the daily flight schedules applicable to the cities on Mr. Wilson's itinerary.

The attached itinerary lists the only flights which will meet Mr. Wilson's time schedule and personal preferences outlined for the student.

Any pleasant, complete letter of reservation for lodging would be acceptable; however, in Denver the letter would need to be addressed to either the B Tired Inn or the Restful Inn, and for either of these inns a request for late arrival would need to be included. Also, if the student addressed the lodging request to the Rest Haven Hotel in Los Angeles, he or she would need to request late arrival.

The letter for travel reservations should be pleasant and complete. It would be acceptable if it requests the flights listed in the itinerary.

ITINERARY FOR MR. HARVEY WILSON

Sunday, April 15 — LINCOLN TO DENVER

5:00 p.m. — Leave Lincoln for Denver, Reunited Flight #7. Ticket in trip folder.

6:05 p.m. — Arrive Denver
Reservation for Sunday and Monday nights at Restful Inn, 230 No. Hatfield, to be held for late arrival.
Confirmation in trip folder.

Monday, April 16 — APPOINTMENT IN DENVER

9:00 a.m. - 5:00 p.m. — Mr. A. C. Wylie, Wylie Publishing Company, 809 Center Plaza

Tuesday, April 17 — APPOINTMENTS IN DENVER
DENVER TO PHOENIX

9:00 a.m. - 12:00 p.m. — Ms. Dorothy Dana, Binderies, Incorporated, 117 West Tenth Street

2:15 p.m. — Leave Denver for Phoenix, Front Tier Flight #127. Ticket in trip folder.

4:10 p.m. — Arrive Phoenix
Reservation at Downtown Hotel, 710 Main Street
Confirmation in trip folder
Your reservation will be held only until 8:00 p.m.

Wednesday, April 18 — APPOINTMENT IN PHOENIX
PHOENIX TO LOS ANGELES

1:00 p.m. - 4:00 p.m. — Mr. Sam Gustafson, 402 Antigo Avenue
You may wish to leave immediately after this appointment to catch your 4:45 flight.

4:45 p.m. — Leave Phoenix for Los Angeles, Condemned Flight #478. Ticket in trip folder.
Dinner served on flight.

9:15 p.m. — Arrive Los Angeles
Reservation for Wednesday and Thursday nights at Rest Haven Hotel, 230 Oak Street, to be held for late arrival. Confirmation in trip folder.

ITINERARY FOR MR. HARVEY WILSON, Continued

Thursday, April 19 APPOINTMENTS IN LOS ANGELES

9:00 a.m.-11:00 a.m.—Mr. Jay Castille, Castille Enterprises, 801 Apella Court

Friday, April 20 APPOINTMENTS IN LOS ANGELES
LOS ANGELES TO LINCOLN via DENVER

10:00 A.M.-1:00 P.M.—Ms. Alice Bonelli, Cole Publishing Co., 2311 Detwiler Avenue

3:00 p.m.-5:00 p.m.—Mr. Anthony Jones, The Book Bindery, 1202 Center Mall
You may wish to leave immediately to catch your flight at 6:05.

6:05 p.m.—Leave Los Angeles for Denver, Front Tier Flight #362.
Ticket in trip folder. Dinner served on flight.

8:35 p.m.—Arrive Denver. You will have a 33 minute stopover; however, you will be changing airlines.

9:08 p.m.—Leave Denver for Lincoln, Condemned Flight #503.
Ticket in trip folder.

Saturday, April 21

12:32 a.m.—Arrive in Lincoln.

COMPETENCY 11

Part G

Test

TASK: To perform the following incidental office task: Recording Appointments

DIRECTIONS: The following appointments and activities have been scheduled for May 16-27, 19___ for Mr. Terry A. Marcisak. Please record them in 10 minutes or less with 100 percent accuracy as to date, time and place on the form provided.

Luncheon appointment with Dale Anderson May 16 at 12:30 at the Radisson Hotel.

Appointment with S. T. Baker of Salt Lake City at 10 a.m. on May 17 in Mr. Marcisak's office.

Promotion Council committee meeting at the Executive Club at the Hilton Hotel at 3 p.m. on May 18.

Appointment with John Edgmon, Barber, for haircut at 11 a.m., May 19.

Office conference, which Mr. Marcisak must attend, is called for 3:15 p.m. in the office conference room May 19.

Appointment with Mr. T. K. Stovall at 2 p.m. May 20 in his office.

Mr. Vestecka, sales manager, requested that Mr. Marcisak come to his office at 9 a.m. for a conference on May 23.

Appointment with Mr. T. I. Woerner at 2 p.m. May 24 in Mr. Woerner's office.

Organization meeting of a committee planning an in-service course for members of the Executives' Club at 8:30 a.m. May 25 at the Executive Club Coffee Shop.

Appointment with Lester Sonnenfeld of Chicago at 2:30 May 27 in Mr. Marcisak's office.

COMPETENCY 11

Part G

Appointment Page

MONTH ____________________

SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.

COMPETENCY 11
Part G
Teacher Key

MONTH May

SUN.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Dale Anderson Radisson Hotel 12:30 p.m.	17 S.T. Baker of Salt Lake City 10:00 a.m. Mr. Marcial's office	18 Promotion Council Hilton Hotel Executive's Club 8p.m.	19 John Edgmon Banker 11:00 a.m. office Conference 3:15 p.m. Conference Room	20 T.K. Stovall 2:00 p.m. Stovall office	21
22	23 Mr. Vastecka Sales Manager 9:00 a.m. Vastecka's office	24 T.I. Warner 2:00 p.m. Warner's office	25 Planning Committee for Executives' Club in Service 8:30 a.m. Executive Club Coffee Shop	26	27 Lester Sommerfeld of Chicago 2:30 p.m. Marcial's office	28
29	30	31				

COMPETENCY 11

Part H

Test

TASK: To perform the following incidental office task: Decision Making

DIRECTIONS: Edit a five-page annual report containing ten errors and determine the most efficient method of reproducing the report. Also notify in a role-playing situation, with the use of a teletrainer, the five board members on the list of the date, purpose and place of the meeting. Telephone numbers must be secured for each member. The project must be completed in proper sequence in one hour or less.

List of five Board of Directors

1. Mr. Joseph E. Georgeston
   5860 South 25th
   Philadelphia, Pennsylvania

2. Mrs. Josephine Holmgren
   2700 Normal Blvd.
   Denver, Colorado

3. Mr. Louis Tomkin
   4700 South 9th
   Lincoln, Nebraska

4. Mr. Ron Franklin
   210 Menter Street
   Genever, Nebraska

5. Mrs. Roxanna Sell
   480 North Cotner
   Los Angeles, California

COMPETENCY 11

Part H

Report

PROGRESS OF VOCATIONAL EDUCATION IN NEBRASKA

Business and Office Education

Business and Office Education programs prepare individuals to live and function in the rapidly changing society of the future. Business education meeds the challenge of new technology and science in order to ekep up with the trends of our modern society. Because of the vital importance of business education with our society, the curriculum has been devised to vocer two major functions: (1) cocational preparation; and (2) general business information of value to all citizens and consumers.

The major function of business education is to teach for business about business. The achievement of this function is accomplished through adequate preparation of young people to be successful accountants, bookkeepers, typists, stenographers, secretaries, clerical workers, receptionists, data processors, managers, and the like. The acquisition of skills, knowledges, abilities, and attitudes that are necessary for initial job entry has been deemed as the goal of Nebraska Vocational Business and Office programs. The program also assists the student for developing factors which encourage, prepare, and motivate the student for later assumption of skill.

Buesiness education also has the basic purpose of providing general business information and abilities to all citizens. Every individual plays and integral role in the consumption of goods and services within our economy, and it is of utmost importance that everyone have a good understanding of the operations of our business economy. Consumer information, understanding, and management of personal business affairs, and common business skills for personal use are areas that business education contributes to the overall education of the student.

Future Business Leaders of America (FBLA)

Future business Leaders of America is the national organization for Nebraska high school students participating in business education programs. It functions as an integral part of the instructional program of the business curriculum in secondary schools. The purpose of the organization is to provide, as an integral part of the instruction program, additional opportunities for secondary students in business education to develop vocational and career supportive competencies and to promote civic and personal responsibilities. No longer is classroom instruction enough for the development of strong agressive leadership today in preparation for an active leadership fole tomorrow.

Phi Beta Lambda (PBL)

Through FBLA members learn how to lead and participate in group discussions, preside at meetings and conferences, work effectively within committees, and engage in practical problem solving and decision making. Members learn the value of competition on local, regional and national levels by experiencing the responsibility of success as well as the challenge of defeat Through contact with teacher, advisers, employers, and interested business-people, FBLA members develop confidence in their own abilities...and that to develop them to their fullest is a personal responsibility as well as an organizational goal Nebraska has 2,300 members.

PBL is the national organization for Nebraska students in post-secondary schools and colleges enrolled in business, office, or teacher education programs in developing vocational competencies and who accept the purpose of PBL and subscribe to its creed. The purpose of the organization is to provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business education. PBL is an integral part of the instruction program and in addition promotes a sense of civic and personal responsibility.

Both FBLA and PBL are operated in cooperation with the U.S. Office of Education, the American Vocational Association, and the National Business Education Association.

Distributive Education

Distributive education identifies a program of instruction designed to meet the needs of persons enrolled in secondary, post secondary and adult programs by:

1. Introducing and orienting individuals to the fields of management, marketing and merchandising

2. Providing educational opportunities and experences which will enable students of all ages to achieve employment to their chosen career field and to advance in their jobs once employed.

3. Assisting in the development of on-the-job training stations which create an occupational learning environment that contributes to an increasing awareness of career opportunities, advancement and educational patterns for both continued and additional achievements in the fields of distributive education.

In addition, distributive education in Nebraska has begun fearing up to initiate junior high instruction in career education which will provide exploratory opportunities in the retailing and service occupations.

Distributive Education is serving those persons engaged primarily in marketing and merchandising goods and/or services and management of the same industries.

Distributive Education Clubs of America (DECA)

DACA, the Distributive Education Club of America, is a national youth organization with fifty-four state and territorial associations of which Nebraska is one. Nebraska currently has local chapter affiliations at the high school, community college, college and alumni levels with a growing national membership of over 190,000. DECA is designed to expand upon classroom activities, develop leadership skills, enhance social skills and premote and assist with community projects. Nebraska has 1,553 members at the secondary level.

COMPETENCY 11

Part H

Student Answer Sheet

Student check sheet:

The ten errors in the report are:

The most efficient method of reproducing 10 copies of the report is:

Cost ____________________

Time ____________________

Appearance ____________________

The telephone numbers of the Board members are

Role play all calls.

COMPETENCY 11

Part H

Teacher Key

Teacher check sheet

The ten errors in the report are:

page 1, paragraph 1, line 3, keep

page 1, paragraph 1, line 6, cover

page 1, paragraph 1, line 6, vocational

page 2, paragraph 1, line 1, Business

page 2, paragraph 1, line 3, an

page 2, paragraph 2, line 10, role

page 4, paragraph No. 2, line 1, experience

page 5, paragraph 1, line 1, gearing

page 5, paragraph 3, line 1, DECA

page 5, paragraph 3, line 7, promote

The most efficient method of reproducing 10 copies of the report is: (teacher checks out costs in own area)

Cost ______________________

Time______________________

Appearance ______________________

The telephone numbers of Board members are:

Mr. Ron Franklin	(402) 486-9506
Mr. Joseph E. Georgeston	(215) 495-2789
Mrs. Josephine Holmgren	(303) 343-4500
Mrs. Roxanna Sell	(213) 456-3965
Mr. Louis Tomkin	(402) 489-2700

Role play calls:

The student has invited the member to a meeting to review the annual report.

The student informed each member of the board of the date ______________________

place______________________

purpose ______________________

COMPETENCY 11

Part I

Test

TASK: To perform the following incidental office task: Managing Supplies (inventory and ordering)

DIRECTIONS: The following is the inventory of supplies on hand and specified reorder points for Dr. Lawrence H. Kavanaugh. Reorder those supplies below their reorder points to bring them up to the specified inventory. Type the requisition forms with carbon copies with 100 percent accuracy. The task must be completed in 15 minutes or less.

Reorder points and specified inventory

4 reams	8½ x 11 letterhead paper
500	File folders
4 reams	5½ x 8½ letterhead paper
2 boxes	Carbon paper
5000	No. 10 envelopes
1000	Patient Record Cards
2 reams	8½ x 11 onionskin paper
500	Doctor's Guide Slips
5000	No. 6 3/4 envelopes
10	Thermometers

Present Inventory		Unit Price
2 reams	8½ x 11 letterhead paper printed "Lawrence H. Kavanaugh, M.D., Gateway Medical Arts Building, Lincoln, NE 68512"	$ 4.86 ream
1000	File folders	14.77 M
3 reams	5½ x 8½ letterhead printed same as above	4.10 ream
3 boxes	Carbon paper	5.26 box
2500	No. 10 envelopes printed same as above	4.86 M
2000	Patient Record Cards	2.50 M
3 reams	Onionskin paper (8½ x 11)	3.68 ream
1000	Doctor's Guide Slips	7.48 M
1000	No. 6 3/4 envelopes printed same as above	4.50 M

Supplier: Woodruff Stationery Company, 1000 Q Street, Lincoln, NE 68508
Ship to the attention of: Yourself. Terms: 2/10, N/30. FOB: Lincoln, NE
Ship via: Truck. Date needed: July 5, 19__

6	Oval duplex thermometer, Cage T rectal thermometer, B3	$ 2.70 each

Supplier: Donley Medical Supply, 2425 O Street, Lincoln, NE 68506
Ship to the attention of: Yourself. Terms: 2/10, N/30.
FOB: Lincoln. Ship via: Truck. Date needed: July 15, 19__

COMPETENCY 11
Part I
Test

PURCHASE ORDER

LAWRENCE H. KAVANAUGH, M.D.

GATEWAY MEDICAL ARTS BUILDING, LINCOLN, NEBRASKA 68512

TO

PURCHASE ORDER NO.

DATE

SHIP TO ATTENTION OF:

TERMS	F.O.B.	SHIP VIA	DATE NEEDED

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
			TOTAL VALUE

By ______________________
PURCHASING AGENT

PURCHASE ORDER

LAWRENCE H. KAVANAUGH, M.D.

GATEWAY MEDICAL ARTS BUILDING, LINCOLN, NEBRASKA 68512

TO

PURCHASE ORDER NO.

DATE

SHIP TO ATTENTION OF:

TERMS	F.O.B.	SHIP VIA	DATE NEEDED

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
			TOTAL VALUE

By ______________________
PURCHASING AGENT

COMPETENCY 11
Part I
Teacher Key

PURCHASE ORDER

LAWRENCE H. KAVANAUGH, M.D.

GATEWAY MEDICAL ARTS BUILDING, LINCOLN, NEBRASKA 68512

TO
- Woodruff Stationery Company
- 1000 Q Street
- Lincoln, NE 68505

PURCHASE ORDER NO.

DATE

SHIP TO ATTENTION OF: Yourself

TERMS	**F.O.B.**	**SHIP VIA**	**DATE NEEDED**
2/10, N/30	Lincoln, NE.	Truck	July 5, 19___

QUANTITY	**DESCRIPTION**	**UNIT PRICE**		**AMOUNT**	
2 reams	8½ x 11 letterhead paper printed "Lawrence H. Kavanaugh, M.D., Gateway Medical Arts Building, Lincoln, NE, 68512	4	86	9	72
1 ream	5½ x 8½ letterhead printed same as above	4	10	4	10
2500	No. 10 Envelopes printed same as above	4	86M	12	15
4000	No. 6 ¾ envelopes printed same as above	4	50M	18	00
				TOTAL VALUE 43.97	

By ____________________________
PURCHASING AGENT

PURCHASE ORDER

LAWRENCE H. KAVANAUGH, M.D.

GATEWAY MEDICAL ARTS BUILDING, LINCOLN, NEBRASKA 68512

TO
- Donley Medical Supply
- 2425 O Street
- Lincoln, NE 68506

PURCHASE ORDER NO.

DATE

SHIP TO ATTENTION OF: Yourself

TERMS	**F.O.B.**	**SHIP VIA**	**DATE NEEDED**
2/10, N 30	Lincoln, NE.	Truck	July 15, 19___

QUANTITY	**DESCRIPTION**	**UNIT PRICE**		**AMOUNT**	
4	Oval duplex Thermometer c rectal Thermometer, B 3	2	70	10	80
				TOTAL VALUE 10.80	

By ____________________________
PURCHASING AGENT

TASK: To transcribe production materials for the office from shorthand notes.

TEACHER INSTRUCTIONS:

1. The letter and report on the following pages are to be transcribed from office-style dictation. Personally preview this material before dictation to become familiar with corrections and to plan how you will act out the dictator's part. Material italicized will give you an idea of how to make the insertions, corrections, transpositions, and deletions.

2. Word marks have been indicated every 20 words to assist you in dictating the material at an approximate speed of 60-80 wam. Remember that the purpose of office-style dictation is to provide untimed dictation. Practice the dictation with the use of a stopwatch, but learn to pace yourself so the actual dictation will be "office style."

3. The student will have 30 minutes for transcription. No carbons or envelopes will be typed. If the student finishes before time is called, record the exact time.

4. When grading the test, determine which material is mailable as defined in the glossary. The word count for each item (which includes dateline, inside address, closing lines and title) is given. Add the total words from the mailable copy and divide by the number of minutes the student transcribed. This will give you production words a minute (pwam).

   If there are slight deviations from copy, incorrect paragraphing, or minor errors that do not make the copy unmailable, you are not to deduct for these mistakes. The item is either mailable or unmailable.

   Example: Student transcribed the following in 25 minutes:

Letter	122 words
Report	200
	322 ÷ 25 = 12.9 pwam

COMPETENCY 14

Letter to be dictated

(Dateline)—not to be dictated

Mr. Roger Williams
1049 23 Street
Washington, DC 19880

Dear Mr. Williams:

We have decided to install new lighting in our entire building, and we should like to get/ in touch with a good *(no reputable)* electrical firm that does this type of work. *(Change that to that specializes in this type of work.)*

When I was in your/ office a month or so ago, I was impressed particularly with the lighting job that was recently done/ for you. *(Make that particularly impressed)* Would you be good enough to let me have the name of the lighting company that did the work.

I shall deeply/ appreciate any help you can give us. A stamped and self-addressed envelope is enclosed for your convenience/ in writing me.

Yours very truly,

(Instructor's Name)

122 words

Letter 516, GREGG DICTATION, Copyright 1963, Leslie, Zoubek, Strony

COMPETENCY 14

Teacher Key—

Letter

(Dateline)—not to be dictated

Mr. Roger Williams
1049 23 Street
Washington, DC 19880

Dear Mr. Williams:

We have decided to install new lighting in our entire building, and we should like to get/ in touch with a reputable electrical firm that specializes in this type of work.

When I was in your office a month or so ago, I was particularly impressed with the lighting job that was recently done for you Would you be good enough to let me have the name of the lighting company that did the work

I shall deeply appreciate any help you can give us. A stamped and self-addressed envelope is enclosed for your convenience in writing me. -

Yours very truly,

(Instructor's Name)

122 words

Letter 516, GREGG DICTATION, Copyright 1963, Leslie, Zoubek, Strony

COMPETENCY 14

Report to be dictated

WHY JOIN FBLA?

As a student in shorthand class you may be a member of FBLA or you may not! If you/ are a member, pat yourself on the back. If you are not a member, take the following information/ into consideration.
You have a skill, shorthand, which is in demand. *(Put a dash before and after the word shorthand.)* Whether or not you realize it/ you have begun to prepare yourself for a career in the business world. Future Business Leaders of/ America is the national organization for students interested in and preparing for careers in business./ The national organization has close to 7,000 chapters in the United States, Guam, Puerto Rico,/ and the Virgin Islands with a total membership of 140,000 students. *(Delete the word total.)*
One of the major objectives of FBLA is/ to develop self confidence and strong, aggressive business leaders. You may participate/ more effectively in the business and community life in which you are soon to be an integral/ part. *(Add "by joining FBLA" at the beginning of that last sentence.)* FBLA is a way for you to receive vocational preparation as well as involvement in your community./

200 words

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TASK: To determine appropriate solutions to interaction situations in the office.

DIRECTIONS: Determine the most appropriate solution to the following problems in 45 minutes or less.

1. Assume a worker in your office was transferred to another division. Following some training you assume the position. An important situation comes up and you are not sure how the problem should be handled. Telephone the previous worker and asking for advice would be

(a) wise; useful guidance may be obtained
(b) foolish; learning is best accomplished by doing
(c) wise; difficult problems require sharing of the responsibility
(d) foolish; incompetence is admitted
(e) wise; her interest in your welfare will be stimulated

2. Your duties regularly consist of attending the information desk in your department. When you arrive for work at 8 a.m., there are five people waiting; when the first person, Miss Ramirez, tells you her problem, you quickly determine this to be an unusual case requiring a complete file search in another section of the building. There is no one to assist you. Explaining the situation to Miss Ramirez and asking her to wait until you have spoken to the other persons waiting would be appropriate because

(a) every person seeking information from the department should be treated as an individual case
(b) one of the other persons waiting may be able to supply the information which Miss Ramirez is interested in
(c) to answer the questions of the other persons may require a very brief time
(d) unusual problems should be given preference over routine matters
(e) Miss Ramirez was probably not the first to arrive, although she was the first to speak to you

3. You overhear two of your fellow-workers, a typist and the receptionist, bickering during working hours. The best procedure for you to follow is

(a) report the matter to your superior
(b) defend the abused person
(c) reprimand both workers for creating a disturbance
(d) pay no attention to the bickering

4. You are responsible for delivering incoming mail to your office. You have opened a letter addressed to the president, and then you discover that the envelope is marked "Confidential." The best action for you to take is to

(a) deliver the letter in the opened envelope and wait to see if anything happens
(b) reseal the letter and say nothing about it in order to avoid any unpleasantness
(c) deliver the letter in the opened envelope and explain what happened
(d) read the letter and if it does not really seem to be of a personal nature, deliver it without the envelope

5. Assume you are an interview clerk in a hospital personnel office. You conduct the first interviews with low-salaried applicants, such as custodial workers and laundry personnel. You are aware that workers in these areas are hard to find. One applicant has suggested previous work experience at the hospital. When you check the record you find there have been many absences. The best action would be to

(a) tell the person to seek employment at some other institution
(b) tell the person to report for work immediately
(c) refer tthe person to the head of the division where seeking employment, after explaining the circumstances to the division head.
(d) suggest that the past record prevents further employment

6. You have received instructions from your supervisor about procedures to be used in completing a certain job. The reasons for these instructions are not clear to you. Asking your supervisor for an explanation would be

(a) wise; you will probably gain the confidence of your supervisor
(b) unwise; you will be wasting your supervisor's time
(c) unwise; a supervisor is not required to explain the reasons for her instructions
(d) wise; you will probably do a better job if you understand the whole picture

7. In your job you must interview people briefly. Four people are now waiting to be interviewed. The next person does not speak English very well and is obviously very nervous. Because of this you cannot understand what the person is trying to tell you. The accent appears to be German and you know a secretary who speaks German. Calling the secretary to help would be

(a) advisable; the anxiety of the person interviewed will be dispelled sooner and the others will reach their turn more quickly
(b) inadvisable; the information you must get is confidential and should not be divulged to another secretary
(c) advisable; you would be relieved of all responsibility in this situation
(d) inadvisable; the secretary you wish to call may not want to act as interpreter

8. Assume you are working the information desk in your department. You are to give information to the public in person or by telephone. This is a very busy time of the year and there are 15 people lined up waiting to see you. In addition, the telephone is ringing constantly and you cannot give appropriate time to the people in line. The number of persons waiting increases; the best action for you to take is to

(a) take care of all the people in the line before answering any more telephone calls
(b) ask your supervisor to assign another clerk to answer telephone calls so that you can give your full attention to the people in line
(c) ask the switchboard operator to answer telephone requests for information instead of putting the calls on your extension
(d) advise the people at the end of the line that you will probably not reach them for some time and suggest that they come back when you are less busy
(e) explain courteously td the people in line that you will probably be unable to help them

9. Assume you are a typist performing receptionist duties in your department. A woman approaches you introducing herself as Joan Miller who says she has an appointment with James Anderson who is your supervisor. You are aware that Mr. Anderson is out of the office on business. When Ms. Miller learns of Mr. Anderson's absence she wants to now if someone else could help her. Telephoning Mr. Anderson's office to see if someone else could help Ms. Miller would be appropriate since

(a) Mr. Anderson may return unexpectedly
(b) it is uncertain whether Ms. Miller actually does have an appointment with Mr. Anderson
(c) another person has probably been assigned to do Mr. Anderson's work in his absence
(d) Mr. Anderson is probably the employee best able to handle the matter
(e) Ms. Miller's business is probably confidential

10. You are an office supervisor for four girls. One of the four girls is a very efficient employee; however, she keeps the office in a turmoil by circulating rumors. As supervisor, you should

(a) tell the girl that she will be fired if she does not stop spreading rumors
(b) discuss the problem with all the office staff under your supervision
(c) let the situation go on as it has been

11. **One of your boss' supervisors comes into the office when your boss is out of the office for a short time. This supervisor requests some information which you consider to be confidential. What should you do?**

(a) give the supervisor the information but don't tell your boss.
(b) let the supervisor look for the information
(c) tell the supervisor that you do not know the information, when you actually do know
(d) tell the supervisor that your boss will be back in just a few minutes and will be better able than you to talk about the matter

12. You have a long, complicated report to finish within the next couple of hours. While you are busy working on the report, your supervisor stops at your desk and wants to chat about non-office matters. You should

(a) pay no attention to your supervisor and continue working
(b) Ask your supervisor to help you work on the report
(c) visit with your supervisor, since you can always blame the supervisor if you don't finish your work on time
(d) explain to your supervisor the time limits of the report and tell your supervisor that you would like to visit later

13. While your employer is out of the office, you make an appointment with a customer. Upon return, your employer tells you there is a conflicting appointment with another customer. You should

(a) tell your employer to cancel the appointment previously made
(b) let both customers arrive at the same time and have one of them wait or reschedule at that time
(c) call the customer with whom you made the appointment and suggest the need to reschedule the appointment
(d) let your employer remedy the situation

14. As part of your job, you are responsible for the petty cash fund in your office. At the end of the day, a coworker askes you to lend him $5 from the petty cash fund to cover a special emergency. The worker promises to pay the money back early the next morning. Though you believe that the emergency is genuine, you know that lending money from the petty cash fund is a violation of company rules. What should you do?

(a) give a personal loan of $5, but refuse to give the company's money
(b) Lend the petty cash money, trusting it is to be paid back in the morning
(c) lend the petty cash money, but sign the IOU, since you know that you can pay it back in the morning if your coworker forgets

15. Your employer has given you a special report to have duplicated before the end of the day. By 4:30 your employer is becoming very impatient because the report has not yet been mailed. The duplicating department actually returned the report to you at 3:30; however, the report looked so messy from smudges and smears that you sent it back for them to do again. You recently checked with the duplicating department, asking them to hurry with the report, but their report was not encouraging. What should you do?

(a) tell your employer that the duplicating department erred
(b) say nothing and take the blame for the delay yourself
(c) give the duplicating department a few more minutes; if the report is not finished, tell your employer

16. Mrs. Landgren, your supervisor is an extremely busy person who never delegates work. Mrs. Landgren has told you not to do anything unless she approves it first. As a result, you waste many hours waiting for authorization of small details which you could handle easily yourself. You are willing to follow orders; however, Mrs. Landgren recently has criticized the time required for you to complete a job. What should you do?

(a) talk to Mrs. Landgren; tell her that the delay is caused by waiting for her authorization
(b) overlook the criticism because you know that Mrs. Landgren is under great pressure and strain
(c) go ahead and handle small details without waiting for her approval
(d) show Mrs. Landgren examples of tasks you would be able to handle by yourself. Ask for her approval for you to make such decisions in the future; however, do not assume responsibilities for which Mrs. Landgren has not yet given her authorization

17. Several months ago, Janie began work in your office. You helped her get started and furnished any materials that she needed. During the time she has been in your office, however, Janie has never learned to organize her work or never seems to have enough supplies on hand to finish her jobs. As a result, Janie is constantly asking you for help, and frequently you neglect some of your own work to help her do things she should be able to do herself. After a busy day in which Janie has been her usual helpless self, your employer reprimands you for not getting some of your own work finished on time. You should

(a) take the reprimand and forget it
(b) tell Janie that she must do her own work from now on
(c) tell the boss about Janie

18. You are in charge of the filing department. Each time Miss King, the messenger for Administrative Services, returns a file folder, the papers in the folder are in bad condition and improper order. You have tactfully mentioned the problem to her, but she just tells you that it is your job to straighten the folders out again. What should you do?

(a) Report Miss King to her boss for her lack of cooperation
(b) let the matter drop
(c) circulate a memo requesting all employee's cooperation in maintaining records

19. As the company messenger, you are picking up mail in the Accounting Department at the scheduled time of 4:45. The chief accountant requests that you wait until additional reports are completed that must be mailed today. You need to return to the mail room promptly so that your cart of mail will not be delayed. What should you do?

(a) wait for the reports
(b) tell the chief accountant that you must keep on schedule and to send the reports to the mail room when they are finished
(c) tell the chief accountant to figure out another solution

20. Your supervisor asks you to go to the supply room to get some offset supplies needed to duplicate a report immediately the next morning. The supply clerk is leaving just as you arrive at the supply room. You are told it is closing time. It is actually 15 minutes until closing time. If you wait until morning to get the supplies, the report will be somewhat delayed. What should you do?

(a) go back and tell your supervisor that the supply room is closed and you cannot get the supplies
(b) ignore the situation
(c) inform the supply clerk that there are 15 minutes until closing time and ask that the supply room be reopened.
(d) report the supply clerk to the supervisor for leaving early

Teacher Key

1. a
2. c
3. d
4. c
5. c
6. d
7. a
8. b
9. c
10. b
11. d
12. d
13. c
14. a
15. c
16. d
17. b
18. c
19. b
20. c